

# MORRIS JEFF CARPOOL PROCEDURES, 2019-2020

**IMPORTANT:** For your child's safety, carpool permits are required to pick up children in carpool. This will be strictly enforced. If you don't have a permit while in line, our staff will direct you to the office to get one. During the first few weeks of school, our staff will be prepared to issue carpool permits. Parents must have ID verification available to be issued a carpool permit. Permits are not required to drop-off students in the morning carpool lines.

**NEW FOR 19-20:** This year we will have two formal carpool lanes on both Lopez and Palmyra streets. Palmyra will be open in the morning and afternoon for Middle School student drop off/pick up **ONLY**. Lopez will be open in the morning and afternoon for Elementary student drop off/pick up **AND** families that have students in both Elementary and Middle School. For families with both age group students must use the Lopez carpool lane **ONLY**.

Due to the staggered dismissal times, it is vital that parents plan accordingly for carpool.

- Elementary (PYP) Dismissal - 2:55 PM
- Middle School Dismissal - 3:00 PM

It is IMPERATIVE that parents and guardians using carpool follow the directives of the security guard and school staff on duty at all times. Morris Jeff is committed to student safety, demonstrating respect to all, and dismissing students to families with efficiency. Your actions are key to our safe, caring community.



## **LOPEZ CARPOOL: 7:30 - 7:45 PM | 2:55 - 3:15 PM**

Lopez Carpool is for families with only Elementary students and for families with both Elementary and Middle School students. Elementary students are dismissed at 2:55.

If you have children in both Elementary and Middle, do not get in line until 3:00 when Middle School is dismissed. We do not have pull over space for cars that arrive early and whose child has not yet been dismissed. You will be asked to pull through the line and re-enter the line on Banks Street. Please follow the directives of the security guard and school staff on duty at all times.

### IMPORTANT:

- ALWAYS enter the carpool lane from South Lopez via Banks. Do not try to enter from Palmyra.
- Hang the permit on rear-view mirror of vehicle when you enter the carpool line.
- Stay to the right on Banks. Stay to the left on Lopez. Turn on flashers to allow neighbors to pass.
- Students are lined up using the order of cars coming down Lopez from Banks. When drivers enter the line from Banks, the staff efficiently arranges your child(ren) to be at the right spot ready to get in your car.
- Parents remain in your vehicle and pull all the way up to the designated space.
- Children exit and enter vehicle from driver's side. School staff will assist with doors for students.
- Do NOT encourage your child to cross between vehicles to enter on the passenger side of the vehicle. If absolutely necessary, staff will assist children to know when to cross in front of vehicle.
- Students are only dismissed to cars in the carpool lane. Children will not be dismissed to cars stopped in the street. This blocks traffic and puts students at risk.

## **PALMYRA CARPOOL: 7:30 - 7:45 AM | 3:00 - 3:15 PM**

Palmyra Carpool is for Middle School Students only. Middle School students are dismissed from class at 3:00 PM. Use Palmyra if your youngest child is in Middle School. Parents should be prepared to pick up students at 3:00.

- ALWAYS enter Palmyra from Jeff Davis. Do not try to enter from S. Rendon.
- The Palmyra Carpool Permit must hang in the rear-view mirror of the vehicle to pick up student(s).
- If your child is not ready, you will be directed to circle back around. There is no room on Palmyra to pull over, park and wait for students.
- Students must always cross in front of the vehicle. Parents remain in the vehicle at all times.
- Permit must remain visible until child is safely in vehicle and vehicle is exiting carpool by going straight on Palmyra past Lopez.
- Vehicles will not be able to turn left on Lopez from Palmyra during carpool times.

# MORRIS JEFF WALK-UP PROCEDURES, 2019-2020

Morris Jeff offers three walk-up entrances to drop-off children in the morning and pick up children after school.

1. Gate by the back of the staff parking lot on Palmyra, next to the community garden.
2. Gate to playground by the bicycle racks on S. Lopez.
3. Entrance/exit door near corner of S. Lopez & Cleveland at the end of PreK hallway.  
IN AFTERNOON, This location is ONLY FOR PRE-K STUDENTS. All Pre-K walk-up students are picked up at the Pre-K hallway exit door.

Parents may enter from any location. The RED ARROWS on the map below show where parents may walk to drop off and pick up children. Parents wait in the playground until children arrive with their class. Parents should check in with the teacher to ensure safe transfer of young children.

## IMPORTANT:

- Pedestrians should only cross streets at INTERSECTIONS. No parents or students will be allowed to cross over the carpool lane of traffic at any time. Pedestrians should only cross streets at intersections. Crossing in front of vehicles in the middle of the block puts your family at risk.
- Parents are asked not to drop off children in the middle of any nearby street to “walk up” on their own. Please park legally and walk with children. Otherwise, use the carpool lane.
- Elementary students who walk home without an adult guardian need a signed permission form on file in the office. This is captured during registration each year. Additional forms can be obtained in the office or from our website and need to be completed and approved by the Head of School or Principal each school year.

