

Welcome to Spalding Drive Charter Elementary School carpool. In order to keep things running smoothly and quickly in the mornings and afternoons, please follow the rules listed below. If you have any questions, please ask any of the faculty members working at carpool duty. Thanks!

It is important that your carpool number is **ALWAYS** in your car in the afternoons.

### **SDC CARPOOL RULES:**

- Place carpool number in the windshield on the driver's side of your vehicle.
- Please pull down to your designated cone unless otherwise specified.
- Please **DO NOT leave your vehicle** unattended at ANY time.
- If you need to enter the building, or exit the car to help your child in/out, please park your car in a marked parking spot.
- Please **DO NOT park in the bus line** after 1:00 pm.
- **PLEASE, NO CELL PHONES** in the carpool line.
- If you need to adjust a child's seat or buckle them in, please pull down towards the gym so the carpool line may continue to move. Or, you may ask one of the faculty members assigned to carpool duty to assist you.
- If another person is picking up your child (grandparent, babysitter, emergency contact), please transfer your carpool number to that person. Also, please **SEND A NOTE to your child's teacher AND to the front office** to let them know who is picking your child up from school. If the number is not transferred, the person picking up your child will have to come to the office for verification.
- If your child is going home with another child, **YOU MUST SEND A NOTE** to your child's teacher. You must also send a copy of the note to the front office first thing in the morning. If not, your child will **NOT** be allowed to ride home with that person.
- Carpool is **NOT a time for Parent/Teacher conferences**. If you need to speak with a teacher, please park your car and come in to speak to them, or call the school and set-up an appointment.
- The carpool line is **NOT** the place for you to arrange for your child to go home with another student, or for you to take another student home. (a.k.a. "play date"). This should be done earlier in the day, so the office and the child(ren)'s teacher can be notified.
- Please **DO NOT pull into the middle parking lot to pick up or drop off your child**. This is **NOT** part of the carpool line. Please wait in the carpool line and we will move the line along as quickly as possible.
- If your child is not at their cone by the time you have pulled up to the cone, you will be asked to park your car and come in to pick-up your child.
- In the mornings, please make sure to pull as far down as possible in the carpool line so children can exit quickly.
- If your child's after school plans are being altered, please call the school before 12:00 pm.

**School begins at 7:40am.**

**Student must be in class and in their seat at 7:40am or they will be marked tardy.**

**School ends at 2:20pm.**

Watch the "[Carpool Etiquette](#)" video on the **SDC website** for more information and tips!  
Thank you for your cooperation and we look forward to seeing you in the carpool line!

**Spalding Drive Charter Elementary School**  
**"Provide the Best, Expect the Best"**