

PROCEDURES FOR CARPOOL

1. You may take advantage of the carpool system with only your child(ren) or with a group of drivers/children with whom you have pre-arranged to share a carpool. In the latter case, only one member of the carpool needs to return the registration form below. All drivers in each carpool will receive the same number. All carpools load at the Fox Hill Road campus. Students in first through sixth grades will be transported by bus to the Fox Hill Road campus for carpool.
2. The pick-up point for all carpool students will be at the Fox Hill Road campus.
3. Please make sure the children in your carpool know their number. (Preschoolers will be helped, but should learn who rides with them in their carpool.)
4. All carpools should enter the parking lot by the driveway nearest the church on Fox Hill Road.
5. Carpools should clearly display the carpool number on the dashboard opposite the driver's side of the car.
6. At 12:00 and 3:00, carpools may begin to line up in the designated parking lot area. Wait in this area until the flag is raised on the playground fence. At this time, proceed to the carpool pick up point.
7. Children will be dismissed by a teacher.
8. The driver should stop on the driveway parallel to the door/or designated area. A teacher will assist your child into the car. Exit onto Bromley Drive. Please remember that the driveway is **one way only**.
9. New carpool numbers are assigned each year and are available outside the school office during Open House. **Please** discard your old numbers if you participated in carpool last year.
10. Unless you notify the office, your child(ren) will be in carpool daily.
11. PLEASE return this form by Monday, August 9. If this form is not returned by this date, your child will **not** be in carpool the first week of school.

* Reminder - By Virginia laws children under age 8 must ride in the appropriate, federally approved car seat or booster seat. By law children over the age or weight requirement for booster seats must be seat belted. The driver is responsible for making sure all passengers are properly restrained or buckled.

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CP# _____

CARPOOL REGISTRATION

Issued: _____

TIME OF CARPOOL: 12:00 _____ 3:00 _____ Occasional Use Only

DRIVERS:

NAME(S) OF CHILD(REN):

GRADE/AGE LEVEL:

/	/	/
/	/	/
/	/	/

Note: Please read the statement below and sign if your child attends the Harris Creek Campus:

My child has permission to return to the Harris Creek Campus in a staff member's car in the event that he/she is not picked up by the completion of carpool at 3:15 p.m.

Signature: _____