

# HIGHLANDS CHRISTIAN SCHOOL

## CARPOOL PROCEDURES

(Please reference the attached map.)

### **Morning Carpool:**

"Early Carpool" drop-off begins at 8 a.m. for **4th-6th Grade only**.

- a. Enter from Easton Rd. and follow the yellow traffic arrows through Gate A.
- b. Drop-off zone is located in the orange area at the end of the building.
- c. Students will proceed along the school building (follow the green arrow) and enter through C Door.
- d. Cars may follow the yellow/orange exit arrows and exit through Gate B.
- e. Early carpool drop-off ends promptly at 8:15 a.m., at which time "Regular Carpool" begins.

"Regular Carpool" begins at 8:15 a.m. for the entire school.

- a. Enter from Easton Rd. and follow the yellow traffic arrows through Gate A.
- b. Continue through the parking lot until you reach the designated drop-off spots (#1-3) at the D Door.
- c. Students will enter through the D door.
- d. Exit through Gate D and take a right onto E. Lake Highlands Dr. (**You are REQUIRED to turn right.**)

### **Afternoon Carpool:**

"Afternoon Carpool" begins at 3 p.m. for the entire school. Please have your carpool tag visible from your rearview mirror.

- a. Gate A will open at 2:45 p.m. for cars to arrive.
- b. Enter from Easton Rd. and follow the yellow traffic arrows through Gate A.
- c. Continue through the parking lot until you reach the designated pick-up spots (#1-3) at the D Door.
- d. Students will exit the building through the D door.
- e. Our 6th Grade will be in place to escort your student(s) to your car. Students must enter the vehicle from the passenger side (right side).
- f. Exit through Gate D and take a right onto E. Lake Highlands Dr. (**You are REQUIRED to turn right.**)
- g. At 3:15 p.m., carpool is finished. Any remaining students will need to be picked up at the School Office.

