



2022-2023

Carpool Procedures for Cary Presbyterian Preschool

Morning Drop Off

- Drop off and pick up will take place in the circle near the playground behind the church with the exception of the Two Year Classes and Playgroup. The two year old children will be dropped off at the front of the preschool at the bottom of the front steps at 9:20AM along with any siblings that attend older classes. Siblings will be walked down to the main carpool to wait with their friends.
- At the end of the day, please pickup your two year old first, at the bottom of the preschool steps, at 12:20pm, and then head to the main carpool
- Please display your carpool tag where it can be easily seen.
- If you are between the two large orange cones as indicated on the carpool map, your car should be placed in park.
- The cars between the tall cones (there should be room for at least 4 vehicles) will be the only ones to drop off children at any given time. If you are past the 2nd large cone, you will not unload your child.
- When you see the teachers come out of the building, those families parked between the cones will exit their vehicles and stand beside the passenger doors of your car that are on the side next to the building.
- In order to move the line as quickly as possible, we need the children to be ready when you pull in to unload. If you need to put on shoes, masks or coats/hats, this should be done prior to arrival in the carpool lane. You can pull into the upper parking lot and take care of these things before coming to unload.
- Please take your child's temperature at home before driving to school. Screening questions will be asked by a staff member.
- The complete screening questions are located on the back of the carpool tag. Please keep this with you in your vehicle and refer back to it. You will be asked to answer 3 questions (shortened version):
 1. Has anyone in your household been in contact with someone with symptoms of covid-19 or have you been advised to quarantine?
 2. Does anyone in your household have a fever, chills, difficulty breathing/shortness of breath, new cough, or loss of taste/smell
 3. Has anyone in your household been diagnosed with covid-19?

The answers to these questions should all be no, otherwise your child should not attend school. Please contact the office to let us know what your situation is, so that we can advise and go through any necessary protocols.

- After the screening is complete, a teacher will take the children up to the building where another teacher will take them to their classroom.
- When all 4 cars have been unloaded, children have been screened and taken to the building, the cone will be moved and those 4 cars will move out and the next 4 will move up.
- One of the teachers from each classroom will be present at carpool.
- All adults must wear masks during the loading and unloading process.
- If you are late to school and the carpool has concluded, then you will need to wait until between 9:50 and 10:00. You can wait at the preschool front door (at the bottom of the stairs) for an administrative staff member to come and ask the screening questions. Please wear a mask while you wait.

Times for Drop Off

- The 2's can be dropped off at 9:20 and Pre-K teachers will be down to begin carpool between 9:20-9:25.

Afternoon Pick Up & Times

- Pick up for 3's and 4/5 Pre-K will begin at 12:30. The Extended Day Pre-K pick up will begin at 1:15.
- Pick up for the 2's and Playgroup is 12:20. Please wait at the bottom of the preschool steps. Teachers will dismiss the 2's, and if you have older siblings, then proceed to carpool.
- The first car in line should stop at the tall cone marked "Stop".
- Carpool tags should be displayed where it can be easily seen. **Children cannot be picked up without one of the carpool tags.** If another person is to pick up your child, please be sure to give them your carpool tag. This should be someone on your application that is approved for pick up. If you need to add additional people to this form, please contact the office.
- The cars who are in between the tall cones should put their cars in park and parents will exit the vehicle to stand by the passenger door of the car.
- Children will be brought to their parents where you will quickly load your child into the vehicle.
- When all of the cars between the cones have been loaded, the stop cone will be moved, cars can move forward and the next cars will come in and park.
- Teachers are unable to chat or answer questions during carpool, but will be happy to do so via Remind or email later. Conference times can be scheduled for longer discussions.
- Please remember that we need to load and unload as quickly as possible. If your child's buckles are difficult or you need extra time, such as removing coats during the winter, put your child into the vehicle safely and then pull into a parking space to take care of needs that would delay the carpool. You can ask about your child's day on the way home and chat then, but please do not delay the other parents' pickup by doing this outside of the vehicle or by not being ready to move forward in line.
- Parents who arrive after their carpool line has concluded will be charged a \$10 late pick up fee.

Please do not go around any vehicle in the carpool lane, especially the ones who are loading & unloading. Even if you are finished loading, you must wait for all 4 families to be ready to move forward. The front cone will be moved and you will be waived forward.

No cell phones are allowed during the carpool process. Be aware while driving through the carpool. We need to be vigilant and watch for children and parents outside of their vehicles.

During morning and afternoon carpool, there will not be anyone in the office to take your call. You can send a REMIND message to your teachers or leave a message in the office at 919-469-2229.

Please be patient with the staff and fellow drivers. We will be making changes along the way to make things flow as easily as possible. Thank you for your cooperation!