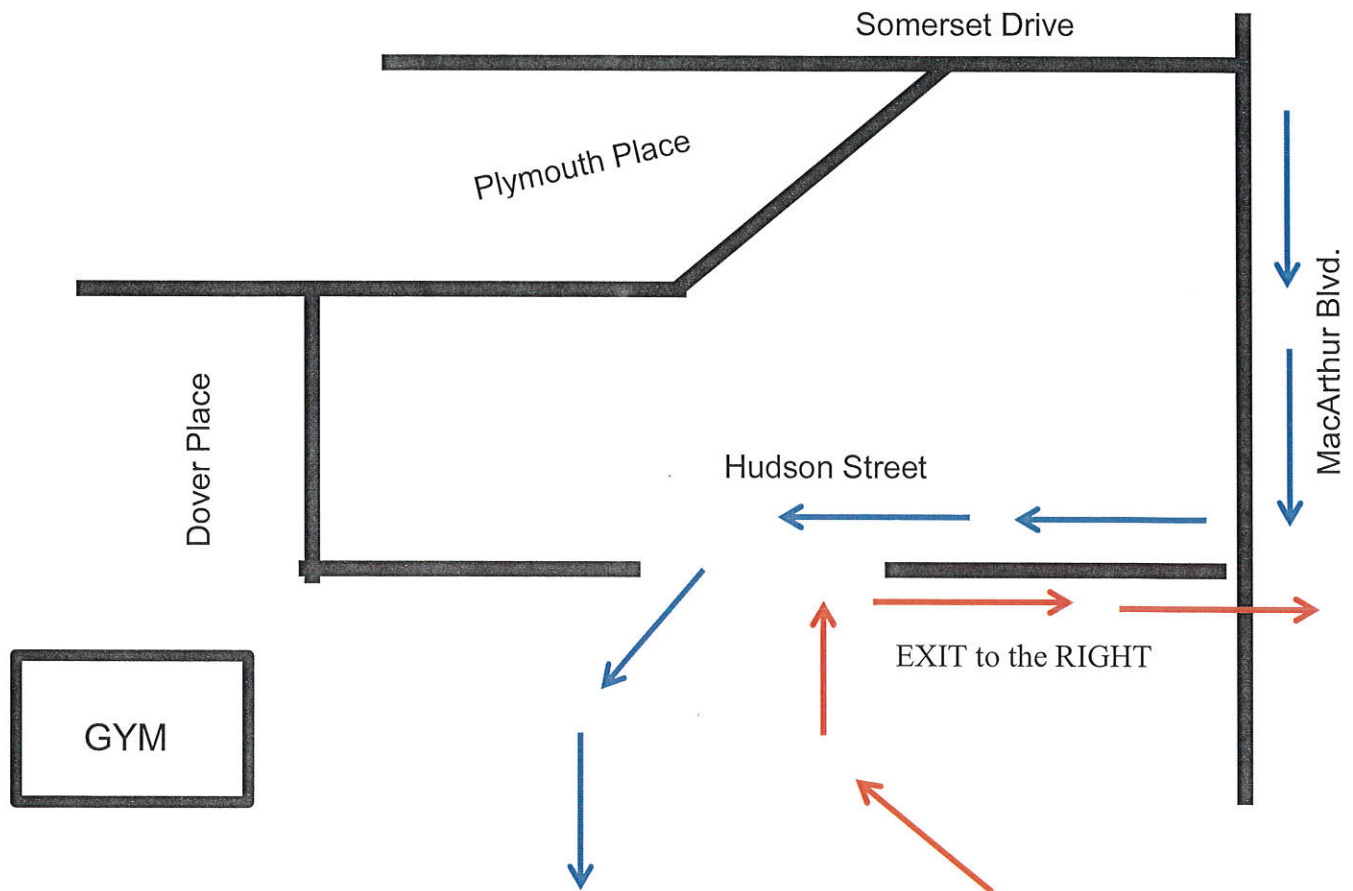


**Carpool Arrival/Dismissal Procedures for**  
**PreK-3, PreK4, Kindergarten, 1<sup>st</sup> grade, & their siblings**  
**Hudson Street Back Gate**

1. All PK3, PK4, K, and 1<sup>st</sup> grade students with their siblings/carpool riders will use the Hudson Street back gate for carpool arrival and dismissal. Between 7:30AM – 8:00AM, students must be dropped off using the back carpool unless they are present for before school care which begins at 6:45AM.
2. Upon arrival, students in PK3, PK4 and K will be walked back to their classrooms by the duty teacher or safety patrol member. Students in 1<sup>st</sup> grade will walk to their classroom.
3. To help teachers expedite morning carpool, please unbuckle your child's seatbelt prior to the teacher on duty opening the car door.
4. At arrival, students exit from only the passenger side of the vehicle. Students needing assistance will be helped by duty teacher; otherwise, they may exit cars on their own.
5. Children arriving after 8:00AM must report to the school office accompanied by an adult for check in. Once checked in, the child will be escorted to their classroom by a St. Andrew faculty member or office staff member.
6. At both arrival and dismissal, cars use MacArthur Blvd. to access Hudson Street in order to access the back gate. Please do NOT use Somerset, Plymouth, or Dover to enter the back-carpool area.  
Cars should not enter the gate until signaled by the duty teacher.
7. All cars should exit the back gate by making a right turn onto Hudson street.
8. In order for traffic to continue to flow, cars are only allowed to turn right on to MacArthur Blvd.
9. At dismissal, students are seated in the designated area and listen for their name to be called. Vehicles enter the blacktop area when directed by a faculty member and move to the pick-up area by the back overhang.
10. Students are to enter the cars from only the passenger side; students in need of assistance will be helped by duty teachers.
11. To buckle your child's seatbelt/car seat, please pull forward, out of the carpool line.
12. At dismissal, PK3, PK4, K, and 1<sup>st</sup> grade students with their siblings/carpool riders must be picked up between 3:15PM and 3:30PM. Students not picked up from the back carpool by 3:30 PM will be sent to Archers After 3.
13. Students in PK3, PK4, K, and 1<sup>st</sup> grade must be picked up from the back carpool by 11:15AM on 11:00AM early dismissal days.
14. Parents must display their school-issued family carpool sign in the front window during dismissal.

**Carpool Arrival/Dismissal Procedures for  
PreK-3, PreK4, Kindergarten, 1<sup>st</sup> grade, & their siblings Continued...**  
**Hudson Street Back Gate**



**Parents/Guardians must display their school-issued carpool sign in  
their front window during dismissal for student to be released.**

**Usage of cell phones by drivers is prohibited.**

**Be courteous to one another and our neighbor. Please do not block drive-ways.**