

EVERYTHING YOU NEED TO KNOW ABOUT CARPOOL AT PJA!

WHEN DOES IT BEGIN?

Wednesday, September 5th - first day of school

WHAT TIME?

3:30 - 3:45 pm. To avoid traffic congestion in the parking lot, please wait until 3:25 pm to arrive for carpool. The total dismissal time takes only 10-12 minutes. Your help and patience will be greatly appreciated.

WHO PARTICIPATES ?

At dismissal, *ALL* students will participate in the carpool dismissal or be escorted to after-school care or after-school classes. In order to remain in the building after school, students must be engaged in a supervised activity. NO students will be allowed to remain in the building unless they are enrolled in a class or after-school care.

HOW DO WE FORM A CARPOOL?

- 1 Contact other parents in your neighborhood.
- 2 Exchange copies of your family's carpool numbers.
- 3 Display the carpool number of each family in your carpool in your car's windshield when you arrive to pick up the children. This system requires the children to remember just the number that belongs to their family.

CAN WE HAVE A ONE-FAMILY CARPOOL?

YES! The same rules apply to carpools with any number of participants.

WHAT IF WE DON'T HAVE A CAR?

You will still need a carpool number, but will pick up your child outside the PJA front entrance, on foot, rather than in a car.

HOW WILL WE GET OUR NUMBER?

The office will assign a number to each PJA family and supply three copies. If you need additional copies for your carpools, baby sitters, grandparents, etc., please notify the PJA office.

HOW WILL IT ALL WORK?

- 1 Upon entering the parking lot, follow posted signs weaving through parking lot (please see diagram printed on the back of your carpool number). *Once you enter the carpool line NEVER obstruct the line by stopping to visit with pedestrians, etc.*
- 2 Keep the line tight - leave no spaces. If you're there early, stop, turn off your engine, and wait.
- 3 As ruled by the Fire Marshall, you must stay in your car. Please be patient and courteous.
- 4 When you enter the carpool line, carpool NUMBERS of all families participating in your carpool must already be displayed on the passenger side of the windshield. We must be able to see them from a distance.
- 5 At least four adult monitors will be on duty each day.
- 6 The children will be seated quietly by class in the lobby.

- 7 Your carpool number will be relayed to your child's teacher in the lobby. Example: 142 will be called as one-four-two.
- 8 Four cars will be loading at a time; while those four are loading, and as more cars arrive, their numbers will be relayed via megaphone to expedite the process.
- 9 Teachers on duty on the sidewalk will help children into cars. They should be seated, belted up and quickly on their way.
- 10 If you are on foot, please show your number to the adult outside who is relaying numbers. **DO NOT GO INTO THE SCHOOL LOBBY!** Your child will be sent outside to you.

11 Please do not bring dogs to the walk-up carpool line.

- 12 PLEASE DO NOT ASK YOUR CHILD TO MEET YOUR CAR AT THE MJCC DRIVEWAY CIRCLE. Circumventing our dismissal procedure inconveniences everyone and causes a bottleneck to our departing carpool.

WHAT IF I AM RUNNING LATE AND CARPOOL ENDS BEFORE I GET THERE?

Students not picked up from carpool by 3:50 will be supervised by office staff. You will need to park and come into the building to pick them up.

WHAT IF I AM NOT PICKING MY CHILD UP AT CARPOOL?

- If your child is going to after-school care, please notify your child's dismissal teacher with a written note. Children will be escorted there by a member of the staff.
- If your child is going to an after-school class, please notify your child's dismissal teacher with a written note.
- If your child is going home in a friend's carpool, again, please notify your child's dismissal teacher with a written note.

WHAT ABOUT FRIDAYS WITH ALL-SCHOOL KABBALAT SHABBAT?

There will be regular carpool on the Fridays that we have all-school Kabbalat Shabbat. For all-school Kabbalat Shabbat, please park, join our celebration in the MJCC auditorium at 3:00pm and listen for dismissal directions at the end. Students who do not accompany parents will be dismissed from the lobby as usual.

WHAT IF I COME TO MY CHILD'S IN-CLASS KABBALAT SHABBAT?

On regular Fridays, parents who come for their child's in-class Kabbalat Shabbat (Kdgtn-2nd grades) may take their child and exit through the MJCC lobby when school is dismissed. *Older siblings will need to be picked up by using the walk-up line outside or the carpool line.*

OTHER IMPORTANT INFORMATION:

The school office is closed from 3:15 to 3:45 pm. Please see or call us at any other time during the school day. For reasons of security and orderliness, parents will not be admitted to the PJA lobby during carpool.

Whenever you visit our building, PLEASE park your car in a legal, designated parking spot. There is **ABSOLUTELY NO PARKING ALLOWED ALONG THE RED CURB AREA.** You **WILL BE TOWED.** The safety of our children is our primary concern.