



CHRIST CHURCH PRESCHOOL & KINDERGARTEN

2019-2020 Carpool Form (Two-Year-Old through Kindergarten Students)

FAMILY/LAST NAME:	
2018-2019 CARPOOL NUMBER:	
CARPOOL DATES/TIMES	
SEPTEMBER 9TH	Carpool will begin on Monday, September 10 th for children in our 3's, 4's and Kindergarten classes. There will be no carpool the first week of school!
JANUARY 13TH	Two-Year-Olds may begin using carpool
8:45-9:00 A.M.	Morning: Carpool (Monday –Friday)
12:45-1:00 P.M.	Afternoon Carpool (Monday-Thursday)
11:45 A.M. - 12:00 P.M.	Friday Afternoon Carpool
CARPOOL PROCEDURES	
<i>(INITIAL HERE)</i>	Carpool will begin on Monday, September 9 th for children in our 3's, 4's and Kindergarten classes. There will be no carpool the first week of school!
	If you are not using the carpool line, please park and walk in through the “ramp door” past the CCK main entrance to drop-off/pick-up your child(ren).
	Please refer to the attached map to guide you through the carpool line each day. Following this route will allow all children to arrive to their designated classroom or vehicle safely and efficiently.
LATE POLICY/FEEES	
<i>(INITIAL HERE)</i>	Please be in carpool line no later than 1:00 PM Monday-Thursday and 12:00 PM on Friday.
	If you are running late or have extenuating circumstances, please call the front office -704-333-5818
	Our instructional day begins promptly at 9:00 AM. If the CCK main entrance doors are closed when you arrive, please park your car and walk your child into the building. If there is not a staff member available to walk your child to class, please escort your child to his/her classroom. No child should be walking alone in the hallways.
	If you consistently (more than 3 times) arrive to pick up your child after 1:00 PM, you will be charged a late fee of \$5 for every 10 minutes you are late.
CARPOOL GUIDELINES	
<i>(INITIAL HERE)</i>	Our goal is to move all cars through the carpool line as safely and efficiently as possible.
	Please have your carpool number prominently displayed as you enter the parking lot.
	All children are required to be placed in an age-appropriate child restraint device.
	The CCK carpool line is a NO CELL PHONE ZONE . Students will not be loaded or unloaded if the driver is on a cell phone.
	For the safety of children and other drivers, please DO NOT pass other cars in the carpool line.
	Please refrain from having extended conversations when loading your child.
	Parents are responsible for buckling children into car seats. For insurance purposes, CCK staff members are not permitted to buckle children in cars.
	If you do not need to get out of the car to buckle your child, please refrain from doing so.

	If you are having difficulty buckling your child, please pull all the way forward by the trash cans as not to hold up the carpool line.
IF YOU CHOOSE NOT TO USE CARPOOL	
<i>(INITIAL HERE)</i>	Please do not enter classrooms before 8:45AM as our teachers are busy getting ready for the school day.
	DO NOT PARK in spaces marked “Reserved for Clergy” at any time.
	For morning drop-off, please walk your child into the building using the ramp door past the main CCK entrance.
	For afternoon pick-up, please enter the building through the ramp door and display your carpool number to the teacher at the interior door. A CCK staff member will deliver your child to you.

I have read and understand the carpool policies and procedures outlined above.
 I have conveyed these policies to all parties who might be picking up my child.
 I understand that these policies are put in place for the safety of all CCK families and staff.

 Signature

 Date

<u>CARPOOL TAGS</u>	
	NUMBER OF TAGS YOU HAVE FROM 2018-2019 SCHOOL YEAR
	NUMBER OF ADDITIONAL TAGS NEEDED FOR 2019-2020 SCHOOL YEAR (MAX OF 3)

<u>CHILD/REN’S INFORMATION</u>	
I. CHILD	FIRST NAME:
II. CHILD	FIRST NAME:
III. CHILD	FIRST NAME:

***Please return this signed document to school by September 1, 2019.
 Carpool numbers cannot be assigned until this document is returned.**