



## TCDC CARPOOL POLICIES

**During carpool hours (8:50-9:10 AM and 12:50-1:10 PM) there is NO PARKING allowed on the street on the church side of Seminole between Manhattan and the entrance to our building. This is our carpool lane.**

Carpool is provided for children ages three and older on days when kindergarten or camp is in session.

### **IF YOU CHOOSE TO PARTICIPATE IN CARPOOL, PLEASE OBSERVE THE FOLLOWING RULES:**

- ✓ The carpool line forms behind the church on Manhattan Street and on Seminole from Manhattan to the indented entrance to our building. Please do not pull into the carpool lane coming from the opposite direction (Oxmoor), or cut into the line by turning left from Manhattan onto Seminole.
- ✓ Line-up for morning carpool begins at **8:50 AM**. A TCDC staff member will begin helping children from the cars to the building at **8:55 AM**. Morning carpool ends at **9:10 AM**.
- ✓ Line-up for afternoon carpool begins at **12:50 PM**. A TCDC staff member will begin helping children into cars at **12:55 PM**. Afternoon carpool ends at **1:10 PM** and any waiting children will be taken to the ark room. At 1:15 PM the charge for hourly drop-in care will apply.
- ✓ **Please** place your child's car pool sign in your front windshield so that it is visible to the carpool staff.
- ✓ In the mornings, please do not allow your child to exit your car until a staff member is there to take him or her safely into the building.
- ✓ All children must **arrive and depart** buckled into an appropriate car seat or booster seat in compliance with state law.
- ✓ TCDC staff will help your child into and out of your car and assist your child with buckling and unbuckling the car seat, if assistance is needed.
- ✓ If your child is old enough to buckle-up independently, please encourage him or her to do so **quickly** in order to keep the carpool line moving.
- ✓ **It is your responsibility to ensure that your child is restrained correctly and safely BEFORE you pull away from the carpool line.**
- ✓ If at any time during carpool you must get out of your seat, you must first put your car in park and turn the engine off.
- ✓ For your child's safety, he or she must enter and exit your car on the side of the curb, not in the street.
- ✓ **Unless directed to do so, please do not pull around other families' cars in the carpool lane: wait for the line to advance.**
- ✓ **Please refrain from using your cell phone while your child is being loaded or unloaded in carpool.**

### **IF YOU CHOOSE NOT TO PARTICIPATE IN CARPOOL, PLEASE DO THE FOLLOWING:**

- ✓ If you will be in the building during carpool time, **PLEASE DO NOT PARK in our carpool lane.**
- ✓ If you arrive during morning carpool, please park behind the building or in the small parking lot and walk your child into the building. Toddlers should be taken directly to their classrooms. Kindergarten children may be left with the TCDC carpool staff at the security door.
- ✓ If you are picking up your child during afternoon carpool, please walk into the building and your child will be brought to you at our security door.

