



CARPOOL OVERVIEW & ETIQUETTE

All MCS students are transported to (and picked up from) school by parents, parent-arranged transportation, or parent-sponsored carpools. Students are not permitted to ride bicycles or self-transport to or from school for safety reasons. Please see “Carpool Procedures.”

- Any student who arrives prior to 7:30 a.m. must report to the After School Program care room and will be charged accordingly. ASP is available at 7:00 a.m.
- Students arriving after 7:30 a.m. will report to the playground area.
- Students may not enter a classroom without a teacher or other adult supervision present.
- 6th-8th grade students may go upstairs at the first passing bell.
- 6th-8th grade students must be in their first period classroom by the bell signaling the start of period.
- TK-5th grade students should line up in their designated class location at their grade-level morning bell and may not go directly to their classroom prior to their line-up bell.
- All parents and/or carpools are to utilize the morning carpool drop off system, which places MCS students on the playground (or at the front walk gate).
- Students may not be dropped off at the front door.
- **In the event of rain, students will:**
 - go directly to the gym if they arrive after 7:30 a.m.
 - go directly to the ASP room if they arrive before 7:30 a.m.

Carpool Conduct & Etiquette

“The safety of YOUR children is our ONLY concern.”

Please comply with the directions of our carpool staff at all times.

1. Do not enter Fischer Avenue from Redhill.
2. Enter Fischer Avenue from Airway (take Kalmus, Baker, or Paularino to Airway). You will then be able to make a right hand turn into MCS’s last driveway.
3. Do not turn left into the MCS parking lot during carpool hours (7:30-8:20am and 2:15-3:10pm)
4. Buckle up
5. Drive slowly (5 mph)
6. No cell phone use while driving through carpool.
7. Do not pull out of the line to pass or to stop and talk with someone.
8. Do not stop to let anyone enter or exit your car while the carpool line is moving.
9. Do not park in the MCS parking lot or on the street to pick-up or drop off your student to avoid carpool lines.
10. Do not walk in or out through the gates during carpool.

11. During morning or afternoon carpool congestion, please do not double-park on Fischer or Airway, do not block neighboring driveways, and do not block the intersection/left turn lane at Airway and Fischer.
12. Thank you for giving respect to our carpool staff and other MCS drivers as we work together to protect our students.

MCS Parking Lot Etiquette

1. Unattended cars must always be left in a marked parking space.
2. No double-parking.
3. No parking in red zones or fire lanes.
4. No parking in designated "Family Parking" spots located in the front area of the parking lot.
5. Do not park in the MCS parking lot or on the street to pick-up or drop off your student to avoid carpool lines.
6. Follow all etiquette rules even when "just dropping something off."

MCS Neighbors - Parking Etiquette & Consequences

1. Do not park in our neighbors' parking lots or you will be towed.
2. Do not use our neighboring parking lots (i.e. J.G. Plastic, TRD) as a U-turn to return to the MCS lot.
3. During morning or afternoon carpool congestion:
 - do not double park on Fischer or Airway.
 - do not block neighboring driveways.
 - do not block the intersection/left turn lane at Airway and Fischer.

Morning Carpool Procedures – All Students

Please pull into the last driveway and enter the gates. Using the far right lane, pull forward until you reach the designated drop-off area. The carpool assistants will let you know where to stop and drop off your children.

During times of peak volume you may be directed by a staff member away from the main line of traffic and toward the front parking lot. If you are directed to turn into the front parking lot, please observe the following:

- Proceed through the parking lot to the walk gate/middle driveway or as far forward in line as possible. Form one line just to the left of the double yellow line to maintain a safe walk zone on the right side of the line of cars.
- Once you have stopped, please have your children exit the car on the right side. An aide will be stationed in the front lot to help students move along the line to the front walk gate.
- Please do not pass the car(s) in front of you. Exit the school grounds by making a right turn onto Fischer out of the middle driveway.

Proceed to Walk Gate When Far Driveway Gate Closes: Cars arriving after 8:10 a.m. will be directed to proceed to the walk gate/middle driveway. Students will be released by parents to the designated MCS

Outdoor Staff who will note each student's name and homeroom. Students arriving in this line will be marked as **TARDY**.

Morning Carpool Reminders

- All parents arriving at MCS prior to 8:10 are instructed to use carpool. Exceptions will be made for unique circumstances.
- Do not make a left hand turn into the MCS parking lot during carpool times.
- Do not double-park on the street, block intersections, or interfere with local traffic when there's congestion.
- Enter Fischer from Airway so that you can turn right into the last driveway.

When All Gates Are Closed: Parents must park their car and escort their children into the building. Elementary students/parents will check in with the receptionist, receive a tardy slip, and take it to class. Middle School students/parents will check in with the middle school office, receive a tardy slip, and take it to class.

12:30 Carpool - TK Pick Up Only (Front Parking Lot)

You may enter the driveway of the main parking lot in front of the school at 12:15. Pull forward as far as possible and form three lines. The students will be escorted out by their teachers at 12:30pm.

All TK students who are not picked up by the end of carpool will be taken to TK-Care and charged accordingly.

K-3rd Grade Afternoon Carpool #1

Please pull into last driveway and enter through the gates. Gates open around 2:35 p.m. Remain in, or by, your car while in the carpool line and turn off your car engine. Students will be dismissed and escorted through the carpool lines. Children staying in the ASP program will go directly to the ASP care room. Children leaving the TK-Care program will be escorted through carpool by TK-Care staff. Cars are dismissed at 2:45 p.m.

K-3rd grade students in carpool with a 4th-8th grade student will be taken directly to the lunch tables to wait for the second carpool pick-up. Any K-3rd grade student not picked up will wait for the 4th-8th grade release and then walk through the second pick up carpool.

K-8th grade students not picked up will be checked into After School Program care and charged accordingly.

4th-8th Grade Afternoon Carpool #2 Procedure

Please pull into last driveway and enter through the gates. Gates open around 2:45 p.m. Remain in or by your car while in the carpool line and turn off your car engine. Students will be dismissed and escorted through the carpool lines. Children staying in ASP care will go directly to the ASP care room. Cars are dismissed at 3:05 p.m.

K-8th grade students not picked up will be checked into After School Program care and charged accordingly.

Afternoon Carpool Reminders:

- Enter Fischer from Airway so that you can turn right into the last driveway.
- Do not make a left hand turn into the MCS parking lot during carpool times.
- Do not double-park on the street, block intersections, or interfere with local traffic when there's congestion.
- **If you arrive before the gate is open:**
 - wait (park) along the Fischer or Airway curb (no double parking).
 - do not park in front of (or block) other businesses' driveways.
 - do not park in the intersection/left turn lane at Airway & Fischer.
- **Once in carpool line:**
 1. Turn off your car engine while in carpool line.
 2. Remain in or by your car while in carpool line.
 3. After the signal is given you may start your car engine.

Messages To Your Child Regarding Carpool Changes/Early Check-Out:

To avoid classroom disruptions we are asking parents to partner with us by avoiding early check out. MCS recognizes that there may be unusual circumstances that arise from time to time that require a student to leave school early. These would include unavoidable appointments for medical purposes. However, because of the classroom disruption and loss of instructional time, students should not be checked out early on a regular basis.

If early dismissal cannot be avoided due to a necessary appointment, parents are expected to contact appropriate school personnel to request a prearranged early checkout. For elementary, contact the front desk at 714-437-1700. For Middle School contact Mrs. Walker in the Middle School Office at ext. 157. When contacting personnel indicate the time for pick up. Once you have requested early dismissal, your student will be given a dismissal slip and will be sent to the lobby at the appropriate indicated time. **An early dismissal request must be received by 12:00 p.m. so that the slip can be generated and delivered prior to your request.**

There will be no student check out in the lobby unless the prearranged dismissal procedure outlined above has been followed. It is important to understand this means students may not be checked out during the following times without a pre-arrangement: 2:20-2:35 (K-3) and 2:40-2:55 (4-8).

Additionally, at dismissal time, students may not be dismissed directly from the lobby. The expectation is that all parents will utilize carpool. In the rare instance, when a quick departure after school is necessary, students may be picked up from the blue lunch tables inside the walking gate. However, students may not wait or be dismissed from the lobby.

School Hours & Carpool Schedule MONDAY · TUESDAY · THURSDAY · FRIDAY SCHEDULE

| <u>Grade</u> | <u>Drop Off Times</u> | <u>School Hours</u> | <u>Cars Line Up/Dismissed</u> |
|----------------------------|-----------------------|---------------------|-------------------------------|
| TK | 7:30-8:05am | 8:10am-12:30pm | 12:15-12:40pm |
| K – 3rd | 7:30-8:05am | 8:10am-2:35pm | 2:30-2:45pm |
| 4th-5th Grade | 7:30-8:05am | 8:10am-2:55pm | 2:45-3:05pm |
| 6 th -8th Grade | 7:30-7:45am | 7:55am-2:55pm | 2:45-3:05pm |

Students may arrive at 7:30AM. Supervision will be provided outside at no cost.

ALL ARRIVAL & DISMISSAL CARPOOLS enter through the last driveway and will be directed by staff around the field area *with the exception of TK Dismissal*. TK dismissal carpool lines up in the front parking.

School Hours & Carpool Schedule WEDNESDAY SCHEDULE

| <u>Grade</u> | <u>Drop Off Times</u> | <u>School Hours</u> | <u>Cars Line Up/Dismissed</u> |
|----------------------------|-----------------------|---------------------|-------------------------------|
| TK | 7:30-9:05am | 9:10am-12:35pm | 12:15-12:40pm |
| K – 3rd | 7:30-9:05am | 9:10am-2:35pm | 2:30-2:44pm |
| 4th-5th Grade | 7:30-9:05am | 9:10am-2:55pm | 2:45-3:05pm |
| 6 th -8th Grade | 7:30-8:45am | 8:55am-2:55pm | 2:45-3:05pm |

Students may arrive at 7:30AM. Supervision will be provided outside at no cost.

ALL ARRIVAL & DISMISSAL CARPOOLS enter through the last driveway and will be directed by staff around the field area *with the exception of TK Dismissal*. TK dismissal carpool lines up in the front parking.

School Hours & Carpool Schedule HALF DAY SCHEDULE

| <u>Grade</u> | <u>Drop Off Times</u> | <u>School Hours *</u> | <u>Cars Line Up/Dismissed</u> |
|---------------|-----------------------|-------------------------------------|---|
| TK | 7:30-8:05am | 8:10am-11:55 | 11:45-12:10pm |
| K – 3rd | 7:30-8:05am | 8:10am-12:00pm | 11:50-12:10pm |
| 4th-5th Grade | 7:30-8:05am | 8:10am-12:30pm | 12:15-12:40pm |
| 6th-8th Grade | 7:30-7:45am | 7:55am-12:30pm | 12:15-12:40pm |
| | | *dismissal time may change slightly | *carpool dismissal time may change slightly |

Students may arrive at 7:30AM. Supervision will be provided outside at no cost

ALL ARRIVAL & DISMISSAL CARPOOLS enter through the last driveway and are directed by staff around the field area. There is *no front parking lot* dismissal carpool on half days.

*Times may change year to year.