

Littleton Prep Carpool Procedures

Quick Tips

- Pre-K and Kindergarten **ONLY** can park in the east parking lot (front of the building) to drop off and pick up students. All other cars may park on Bannock.
- Carpool # placards or Pre-K placards must be hanging on the rear view mirror until your student is in the car.
- Always yield to walkers and carpool attendants.
- While in the carpool line, pull as far forward as possible.
- Do not leave your car running while in the line waiting for the carpool to begin. The exhaust can enter through the HVAC system.
- No smoking in the carpool line for the same reasons and it is illegal.
- No cell phone use once the carpool begins moving.
- No parking or loading on Rafferty Gardens or Delaware.
- Do not park in no parking zones! Tickets double in a school zone.
- No U-turns anywhere at any time. This is extremely dangerous! Fines are doubled.
- If you want to get through the carpool faster, consider arriving around 3:40 p.m. The carpool line should be moving quite smoothly and carpool is generally over by 3:50 p.m.
- Students enter and exit the cars from the passenger side doors only.
- Do not park, stop in or block the crosswalks.
- Do not stop, load or unload in the crosswalks.
- No left turn onto Rafferty Gardens from Delaware and no left turn off of Rafferty Gardens into the school parking lot from 7:40-8:00 a.m. and from 3:15 to 3:50 p.m.
- Pre-K and Kindergarten parents - After 3:20 p.m., you must stay in the carpool line, until you reach the East parking lot.
- If you walk up to the school to pick up your student, after giving your family number, please wait to the side near the benches. The sidewalks need to be clear for students to enter the loading zone.
- Parents please note, carpool can get very busy and dangerous if staff and parents are distracted. If you would like to socialize, please move to the grassy area beyond the parking lot.
- Students may not wait on the playground for their ride.

In the Queue - Etiquette for carpool line

From the WEST (Delaware) side of the school, proceed NORTH on Delaware to Rafferty Gardens. Turn EAST only (right) proceeding to the NORTH (Rafferty Gardens) school gate entrance.

Reminder-There is no left turn onto Rafferty Gardens from Delaware heading south and no left turn into the school's north gate between 7:40-8:00 a.m or 3:15-3:50 p.m. No parking or unloading on Rafferty Gardens or Delaware at any time.

Morning Drop Off - Always start "In the Queue"

- **PK & K Student Drop Off – 7:40-8:00 a.m.** The EAST lot (front of the building) is reserved from 7:40-8:00 a.m. for Pre-K and Kindergarten parents only during carpool. Once inside the gate stay in the **left** lane, proceed to and park in the EAST parking lot (front of building). Do not park in the NORTH or SOUTH parking lots (Staff parking). TO EXIT: Proceed to the East gate (Bannock St), RIGHT turns only. Please be aware of directions from the carpool attendants. Use crosswalks at all times.

- **Grades 1-8 Student Drop Off - 7:40–8:00 a.m. - Choose a drop off option**

Option #1: Park and walk up. You may park on Bannock St. and accompany your student to the main entrance. Only use crosswalks and watch for guidance from the car pool attendant. The EAST lot is reserved from 7:40-8:00 a.m. for Pre-K and Kindergarten parents only during carpool.

Option #2: Curb-side drop-off- Once inside the EAST gate (Rafferty Gardens) follow the cars in the **RIGHT lane** to the front of the school, drop off on the sidewalk and only on the passenger side of the car. Only drop off on the east side (in front) of the school. **ADULTS DO NOT** get out of your car, if students need assistance, please park. Make sure your student is ready to exit the vehicle on the sidewalk side only. There is no parking in the east parking lot during carpool. Remain in the line and proceed to the **East gate, turning Right ONLY on to Bannock St.** Please be mindful of the guidance from the carpool attendants.

Option #3: Bannock drop-off- Older students may be dropped off on Bannock. Parents must park in a parking spot. **Do NOT STOP IN the street to drop off your student.** Remember, u-turns are illegal in a school zone and please do not stop in the crosswalk. The crosswalks must be used at all times. Also, please be mindful of our neighbors.

Afternoon Pick Up - Always start "In the Queue"

- **Pre-K Pick Up begins at 3:10 p.m.** Once through the gate entrance, follow the line in the **LEFT lane** and proceed to park in the EAST parking lot. The EAST lot is reserved from 3:00-3:30 p.m. for Pre-K & K parents only during carpool. Pre-K students will be signed out at the SOUTH door (near the Pre-K playground) where teachers will meet parents with the students. To exit, proceed out the EAST (Bannock St) exit; RIGHT turn only. **DO NOT DRIVE OUT THE WAY YOU CAME IN.**

• **Kindergarten Pick Up begins at 3:15 p.m.** Once through the gate entrance, follow the line in the **LEFT lane** and proceed to park in the EAST parking lot. The EAST lot is reserved from 3:00-3:30 p.m. for Pre-K & K parents only during carpool. Kindergarten teachers will meet parents at the front door with the students. Please be mindful of the guidance from the carpool attendants. To exit-proceed out the East (Bannock St) exit; RIGHT turn only. **DO NOT DRIVE OUT THE WAY YOU CAME IN.**

Please note: You must reach the North gate entrance by no later than 3:20 p.m. in order to bypass the main carpool line. If Pre-K & Kindergarten families arrive after 3:20 p.m., you will be directed to follow the grade 1-8 carpool procedures to enter the parking lot.

• **Grades 1-8 Student Pick Up begins at 3:30 p.m.** -Choose a pick-up option

Note: Grades 1-6 have family carpool numbers, Grades 7-8 are dismissed at 3:30pm bell, no carpool numbers assigned.

Option #1: Bannock parking pick-up: Please wait in the walk up area to the LEFT of the school's front entrance with your family carpool number. A carpool attendant will input your number. The student will be contacted in their classroom and will exit the main front entrance of the building. Please remain in the walk up area until your student comes out of the building, and accompany them through the parking lot using the designated crosswalks. Please be mindful of the guidance from the carpool attendants.

Option #2: Curb-side pick-up: All cars must have their family carpool placards on display from the rearview mirror. Once through the gate entrance, follow the line in the **RIGHT lane** to the front of the school and wait in line. The carpool attendant will come by and input your family carpool number. At the direction of a carpool attendant, cars will pull forward in a single file line along the loading zone (spots #1-5) in front of the school. The EAST lot is reserved for parking from 3:00-3:30 p.m. for Pre-K and kindergarten parents only. **Do not park in the NORTH or EAST parking lots unless directed by a carpool attendant. No parking or loading on either side of the street on Rafferty Gardens or Delaware.**

Each carpool number will be projected in the student's homeroom classroom. As a student exits the front of the building, a carpool attendant will direct them as your car pulls into the loading zone (spots #1-5). As soon as you have collected your student, follow the car in front of you (do not get out of line) out of the loading zone and exit the school through the Bannock exit, turning RIGHT ONLY. Please review with your student the importance of leaving the classroom and proceeding directly to your car and not to wander or socialize after school. Please be mindful of carpool attendants and follow their direction.

Option #3: Walking off campus. If you have designated your student as a WALKER (Grades 3 and up, unless with an older sibling) by notifying the school office, dmhaynes@lps.k12.co.us, they must exit the school and school grounds promptly at 3:30pm. Please discuss with your student where they are to meet you off of school grounds.