

For safety, please adhere to these guidelines.

- Cell phone use is not permitted while moving through carpool.
- Always load and unload students at the right-hand curb. Never allow a student to exit a car from the center to cross a lane of traffic. No student is to be dropped off in the parking lot. Please be sure to cross at the crosswalks at all times.
- Observe the speed limit of 10 miles per hour.
- Use your signal lights to indicate when you are ready to merge to the left or the right.
- Pay close attention to school personnel directing traffic and follow their directions.
- **Pull all the way forward so that several cars can unload (in the morning) or load (in the afternoon) simultaneously.**
- **Do not leave an unattended car in a carpool lane.**

Arrival

The safety of our students is always our first priority. Arrival time for students begins at 7:45 AM. At this time, staff members meet arriving students, open car doors, and generally “attend” as necessary. Class begins at 8:00 AM and all exterior doors are locked at this time. **Students who arrive after 8:00 AM should check in with the Lower School office to sign-in before entering class. Faculty/staff nor parents are not permitted to pen locked doors for late arrivals.**

Early Arrival

Supervision for students is available from 7:30 AM to 7:45 AM. All students who arrive during this time period should report to the Computer Lab where they will be met by a supervising teacher. **No student is to arrive before 7:30 AM unless approved by the Lower School Head in advance. Students may NOT walk into the building alone if they arrive at 7:30 AM. Parents must walk their child in to the Computer Lab.**

Where do students go between 7:45 AM and 8:00 AM?

Students always go to their homerooms where they will be met by their teachers beginning at 7:45 AM.

Morning Carpool:

There are two options for morning carpool.

Option 1: The circle in front of the 100 wing is a **drop off area only. There will be no parking in this circle.** Please pull up to the porch in front of the 100 wing and your child will exit from the car and will be escorted to the classroom by a teacher. Please arrange vehicles so children riders may exit from the passenger side **ONLY**.

Option 2: If you want to walk in with your child, park in the parking lot and walk along the sidewalk along the grass or cross on the **painted cross-walk** only. For safety reasons, our goal is to keep families from walking in the parking lot.

Kindergarten – 4th Grade Morning Carpool

All students in Kindergarten – 4th grade will be dropped off at the Lower School Lobby Carpool Circle. **Kindergarten – 4th grade students should not enter through the 100 or 200 wing unless their 3K/4K sibling is being dropped off there.**

Morning Walk-In (Kindergarten – 4th Grade)

On days parents want to walk with their child to class, please park, walk on the sidewalk, and cross at the cross-walk at all times to the building. For safety purposes, no families/children may walk in the parking lot unless crossing the cross-walk beside the 100 wing.

12:15 PM Pick-Up for 3K & 4K

3K & 4K students will dismiss from the 100 wing carpool area. Teachers will individually load children into their cars; however, per DSS regulations, it is the parent’s responsibility to pull forward and secure the child in his/her car seat.

2:30 PM Carpool

3K & 4K students will dismiss from the 100 wing carpool area. Procedures are the same as the 12:15 PM pick-up. If an older sibling is riding in the same car, that child will be escorted to the 3K/4K carpool area.

Parents must notify the school if someone who does not regularly pick up their child will be picking up their child. Parents must provide the school with accurate contact information for this person if the parents will not be able to be contacted. The names of all adults authorized to pick up a child must be on file with the school along with a copy of the persons photo ID. When an adult who does not routinely pick up a child comes to the school, a photo ID must be presented to the administrator or front office personnel before the person enters the child's classroom or before the child enters the car.

2:30 PM Pick-Up for Kindergarten – 4th Grade

Students in Kindergarten – 4th will be picked up in the Lower School Lobby Carpool Circle. If any of these students will be riding with a 3K or 4K student, they will be escorted to the 3K/4K carpool area.

Late Departures

Late departures are handled in the following way. 3K and 4K students not picked up by 12:30PM will be taken to Lunch bunch and parents will be charged by Extended Day rates accordingly. Kindergarten – 4th grade students not picked up by 2:45PM will be taken to Homework Club and parents will be charged by Extended Day rates accordingly. Rates will not be prorated. Lower School students are never allowed to remain on any part of the Spartanburg Day School campus (including the library) without supervision after the end of the school day. If a student is going to go to the library, prior arrangements must be made with the school librarian to ensure supervision.

OPTIONS AFTER 2:30 PM CARPOOL

Please see Extended Day Program guide for a complete list of programs.

3K/4K Lunch Bunch: 12:30PM – 2:30 PM (drop in available/billed monthly)

Homework Club: 2:30 PM – 3:30PM (drop in available/billed monthly)

Student Adventures in Learning (SAIL): 3:30 PM – 6:00 PM (drop in available/billed monthly)

If your Lower School child has a sibling in the Middle School, we have a designated area for Lower School students until the Middle School carpool at 3:00 PM. The students will be escorted down to the Middle School carpool area for pick up.