

# ST. JAMES PRESCHOOL PARKING LOT AND CARPOOL SAFETY GUIDELINES

*Please read these guidelines thoroughly and become familiar with them.*

## Introduction

Because the safety of our preschool families is important, procedures for both carpool and indoor drop-off/pick-up have been developed. All adults transporting children to and from St. James Preschool must read and adhere to the parking lot and carpool safety guidelines. After reading the guidelines, all families, whether using carpool or indoor drop-off/pick-up, should complete the attached **Acknowledgement and Agreement Form**. The completed form can be returned either to the St. James Preschool office at 4400 Peachtree Dunwoody Rd., Atlanta, GA 30342, or brought to new parent orientation.

Each vehicle using the carpool line to drop off and pick up (**Infant through K**) must display a St. James Preschool carpool number.

All adults transporting children to and from St. James Preschool must adhere to the parking lot and carpool safety guidelines. If you violate the guidelines, you may expect the following to occur.

- 1<sup>st</sup> violation: You will receive a verbal warning from the preschool director, which will explain the violation for which you were reported.
- 2<sup>nd</sup> violation: You will receive a written warning from the preschool director notifying you of the violation.
- 3<sup>rd</sup> violation: Carpool privileges will be suspended and/or a fine will be levied. The preschool director and the preschool board will determine the specific consequences.

If you observe someone violating the guidelines, please report the violation to the preschool office.

## Parking Lot and Carpool Safety Guidelines

While on St. James United Methodist Church property, all St. James Preschool families shall comply with the following:

1. Adhere to all directional signs and pavement directional arrows.
2. Observe the **10 mph** speed limit.
3. Do not park along any curb.
4. Do not park in handicap parking spaces unless your vehicle displays an authorized Georgia Department of Motor Vehicles handicap parking designation.
5. Follow the **Traffic Flow Map**, which is attached.
6. Always yield to pedestrians.

**ST. JAMES PRESCHOOL  
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**Drop-Off Instructions**

**Carpool Line Drop-Off: (Young 3's – 3's – PreK)**

1. Use the last St. James UMC entrance on Loridans Drive (from Peachtree Dunwoody Road), which is designated as **Preschool Carpool Entrance** to enter the carpool line.
2. As the arrows on the enclosed **Traffic Flow Map** indicate, you should follow the road traveling in front of the Activities Building and down the hill next to the playground to the carpool drop-off/pick-up entrance to the Preschool. As you leave the carpool entrance, the arrows on the enclosed map will also direct you to an exit either on Peachtree Dunwoody Rd. or Loridans Dr.
3. Do not pass in the carpool line.
4. **Discontinue use of cell phones while in the carpool line.** The time you spend parting with your child in the morning and greeting your child upon pick-up is important. The preschool staff will not remove a child from a vehicle while the driver is on a phone. The staff also will not release a child to a vehicle if the driver is on a phone.
5. A staff person will greet your child and assist him or her from your vehicle at the front of the carpool line. Each child must exit through the right passenger-side door.
6. While in the carpool line, **only** St. James Preschool students may exit vehicles. (Parents may not exit their vehicles in the carpool line to retrieve book bags from trunks, unbuckle students from seat belts, chat with others, etc.)
7. Teachers are stationed at the door and along the hallway to assist in each student's arrival to the classroom.
8. Keep a watchful eye for adults and children in the driveway and parking lot areas.
9. Do not cut into the carpool line.
10. **Never** cut across the Loridans Dr. parking lot to enter the carpool line (see **Traffic Flow Map**)
11. When approaching the front of the carpool line, **please have all students unbuckled and ready for prompt exit** to keep the carpool line flowing.
12. Once carpool has ended, and the carpool attendants are no longer outside, you must park your vehicle and walk student(s) into the preschool. For security reasons, do not enter or exit St. James Preschool through the glass doors at the end of the hallway at the carpool drop-off/pick-up point.

**Drop-off (Upstairs – Infants – Toddlers – Young 2's – 2's):**

1. Parents and guardians of St. James Preschool students in upstairs classrooms must use the entrance off of Peachtree Dunwoody Road and enter the access road that goes around the Church building.
2. Three cars will be allowed to unload at that time. Please take your child out of the car yourself and hand him or her to the teachers doing carpool.
3. Keep good-byes brief and exit out of the driveway onto Loridans.

**ST. JAMES PRESCHOOL  
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Pick-Up Instructions**

**Carpool Line Pick-Up (Young 3's – 3's through Kindergarten):**

1. Observe the traffic flow procedures outlined in the **Carpool Line Drop-Off** instructions paragraph.
2. Drivers must discontinue use of cell phones while in the carpool line.
3. At approximately 11:55 a.m. for some classes and 12:55 for Prek, TK, and Kindergarten carpool pickup will begin. A staff person will communicate carpool numbers to the inside staff who will have your child/children waiting when you get to the front of the carpool line.
4. Students will only be released to authorized vehicles. If you do not have the appropriate St. James Preschool carpool number, you must go to the St. James Preschool office for authorization to pick up the student(s).
5. A preschool staff member will assist students into carpool vehicles through the right passenger-side doors only.
6. Once the student(s) is/are in a vehicle, move forward to the Peachtree Dunwoody parking area to buckle child(ren) into seat belts and car seats.

**Carpool Pick-up (Upstairs – Infants – Toddlers – Young 2's – 2's):**

1. Parents and guardians of students in the upstairs classrooms should pick up their child(ren) through the same carpool process as drop off. The teachers will bring your child to you upon seeing your carpool number posted on your windshield.
2. Afternoon carpool begins at 11:55 for all classes.

**Exceptions**

Any exceptions to your usual arrangements require a written note, signed by the student's legal parent or guardian, to the child(ren)'s teacher(s). This includes, but is not limited to, carpooling families picking up additional students, students going home with a friend, someone different driving the carpool vehicle, someone else picking up the student. Parents who have arrangements with nannies, grandparents, babysitters, neighbors, etc., to drop off/pick up their child(ren) must also submit written notification. Please ensure that the person designated to pick up your child(ren) has the appropriate carpool number.

**ST. JAMES PRESCHOOL  
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**Quick Reference of Guidelines**

1. All preschool families using the carpool line must display a St. James preschool carpool number hanging from the rear-view mirror of the vehicle while on St. James United Methodist Church property.
2. Adhere to all directional signs and pavement directional arrows.
3. Pedestrians have the right-of-way on St. James United Methodist Church property.
4. Downstairs Carpool participants must use the last St. James UMC entrance on Loridans Drive (from Peachtree Dunwoody Road) which is designated as **Preschool Carpool Entrance** to enter the carpool line. Carpool participants are required to follow the carpool procedures on the **Traffic Flow Map** from entrance to exit.
5. Observe the **10-mph** speed limit while on St. James United Methodist Church property.
6. Do not cut or pass in the carpool line.
7. **Never** cut across the Loridans Dr. parking lot to enter the carpool line (see **Traffic Flow Map**)
8. When dropping off children, unbuckle seat restraints upon approaching the carpool line.
9. Once in carpool line, please do not exit your vehicle. Upstairs parents may do so to release their child from the car seat.
10. Students will only be released to vehicles that display an authorized St. James Preschool carpool number.
11. **Discontinue use of car/cell phones while in the carpool line.**
12. Carpool students must exit and enter through the right-side passenger doors of vehicles.
13. Once carpool has ended, you must park your vehicle and enter the preschool to pick up student(s).
14. Do not enter or exit through the glass doors at the end of the downstairs hallway. These doors are for students to use during carpool drop-off/pick-up only.
15. Do not park next to curbs on St. James United Methodist Church property.
16. Park in a handicap parking space only if you have an authorized handicap parking designation issued by the Georgia Department of Motor Vehicles.
17. Exceptions to normal drop-off/pick-up must be sent in writing to your child's teacher and the preschool office.

**ST. JAMES PRESCHOOL  
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**Acknowledgement and Agreement Form**

**for**

**ST. JAMES PRESCHOOL  
PARKING LOT AND CARPOOL SAFETY GUIDELINES**

**[Please sign and return to St. James Preschool]**

I, \_\_\_\_\_, parent or legal guardian of the following St. James  
(print name)

Preschool student(s): \_\_\_\_\_,  
have read the St. James Preschool Parking Lot and Carpool Safety Guidelines. I also agree to  
comply with any St. James Preschool Board approved amendments to the guidelines. **I will  
inform all other persons (e.g., spouses, nannies, babysitters, neighbors, grandparents,  
friends, relatives, etc.), who come to St. James Preschool on my behalf, of the  
requirements in the guidelines.** Any violation(s) of these guidelines and procedures by me,  
or anyone on St. James United Methodist Church property on my behalf, shall result in  
consequences which could include fines and/or revocation of my parking lot and carpool  
privileges.

**Legal Parent or Guardian**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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