

Lutherville Lab Carpool Procedures

I. MORNING CARPOOL DROP OFF

Students may be dropped off at 9:05 am. Please do not drop off any child before that time as they will not be allowed in the building, and this will reduce any chance of a congregation of students and parents before school. This will also enable us to follow the mitigation guidelines. This safety policy remains in effect regardless of the weather.

Any student dropped off after 9:20 am must be signed in late in the main office by his/her parent or guardian by calling the front office. Please adhere to the request that students only be dropped off at the sidewalk in the "drop-off zone" area. All drivers must be patient and wait for the cars ahead in line to drop off their children. In turn, we ask parents to be sure all "supplies and goodbyes" are ready to go when they pull up to the drop-off area to ensure our students' safety.

NO CARPOOL NUMBER OR REGISTRATION IS REQUIRED FOR MORNING DROP OFF.

II. AFTERNOON CARPOOL PICKUP

If you wish to pick up your children at the end of the day, you will need to follow these guidelines to ensure our students' safety.

1. Complete a carpool registration form. Indicate your children's names and any other students who will be carpooling with you regularly. The parent/guardian of the other children will need to complete a carpool registration form also.
2. Once the registration form is received, parents/guardians will be issued a number card to hang from their car's front mirror. Each family will receive three cards for multiple automobiles. Anyone picking up your child in the carpool line needs to have your number displayed. Otherwise, they will need to park, show identification and parent contact, and sign the child/children out. Additional numbers may be given upon request.
3. Students will wait for carpool pick up in their homerooms. Children will be dismissed by number when their car arrives.
4. Please remain in your car while waiting for your child. Your child will be sent out to you.

If families share carpool responsibilities, all students in the carpool must be listed on both families' registration forms. Children will not be dismissed to a person who is not listed on the student's registration card. Should you need to change your child's dismissal plans on a given day, please send a note to be approved by the office or call the school by 3:00 pm. If, for any reason, you must ask someone at the last minute to pick up your child, please contact the main office.

Thank you for your cooperation in following the carpool procedures. This will help things run smoothly and keep your child/children safe.