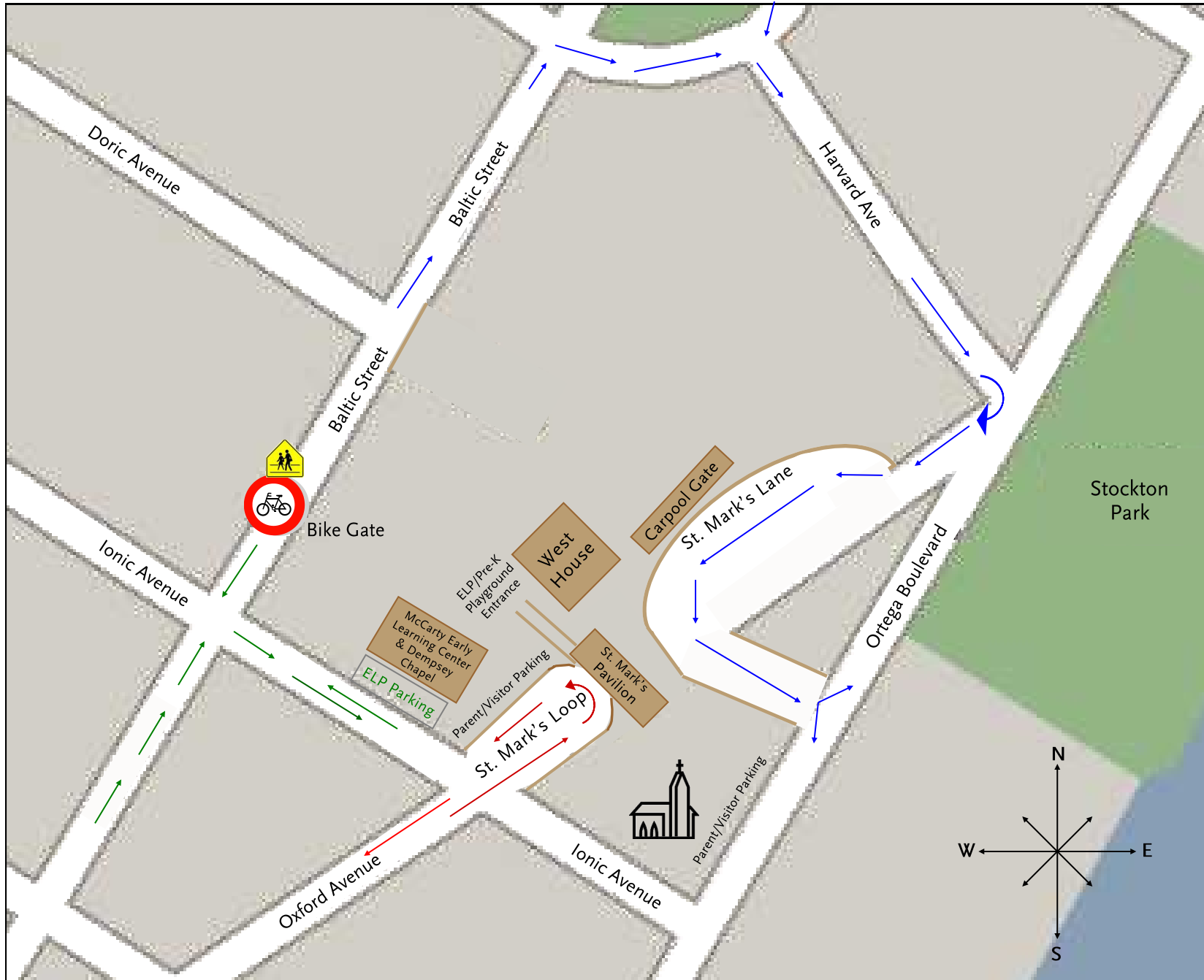


Carpool Arrival & Departure Traffic Flow



Carpool Gate at St. Mark's Lane

Arrivals:

- Early Morning K - 6
- Morning K - Grade 6

Dismissals:

- Pre-K 3 & 4 at 12:00 PM
- K - Grade 6 at 3:15 PM

St. Mark's Pavilion at St. Mark's Loop

Arrivals:

- Morning Pre-K 3 & 4, K (and older siblings)

Dismissals:

- Pre-K 3 & 4 (and older siblings) at 3:15 PM

McCarty Early Learning Center Deck

- Early Morning ELP & Pre-K
- ELP Arrival & Dismissal
- ELP EDP 3:15 & 6:00 PM

West House (School Office)

All students arriving after carpool or leaving early must check-in/check-out through school office.



For safety, please do not use your cell phone while in carpool.

(Not to scale)

**Parents with students in Pre-K 3 through 6th grade are required to use carpool for drop-off.
This will help with our daily health checks.**

The safety of every student at St. Mark's is of utmost importance.

- Campus-wide speed limit is 15 mph.
- Cell phone use is prohibited at all times.
- Students may only be dropped off and picked up in designated areas.
- Do not exit your vehicle or leave vehicle unattended in the carpool areas at any time.
- It is a state law children must wear seat belts. Car seats must be securely installed. Children are safest when sitting in the rear seat of the car.
- It is a state law for persons under the age of 16 to wear bicycle helmets.
- Please make all one-time carpool changes before 2 PM each day by calling the office.
- For safety and to follow our accreditation standards, parking is not allowed in the carpool lane. Pedestrians are not permitted to cross carpool traffic.

ARRIVAL PROCEDURES:

Early Morning Arrival 7:15-7:55 AM

Early Learning Program and Pre-Kindergarten

- Park in the ELP parking area and proceed to the McCarty Early Learning Center deck for health check and drop-off.

Kindergarten-6th grade

- The Carpool Gate at St. Mark's Lane will be open at 7:15 AM.
- Drop off students at the gate; an adult employee will greet and conduct a health check. **If no adult is present, please do not leave child unattended.**
- Students will enter the gate by 4th grade and follow the instructions of the adult.

Biking/Walking Students - Children in third grade and above may ride bikes or walk (unaccompanied) with parental permission on the Biker/Walker Form (available in MyBackPack). An employee will be on duty from 7:45-8:15 AM at the Bike Gate to safely stop traffic and cross students on Baltic St.

- Arrivals prior to 7:45 AM must access the campus via the Carpool Gate. Please enter campus from Baltic Street and walk your bike down the sidewalk of Ionic Ave. in front of the Early Learning Center, then across the Baker Green to the Carpool Gate.

Regular Morning Arrival

At 7:55 AM, all carpool gates will be open for health checks.

- At the end of carpool (see times below), all gates and doors will be locked, and entrance to the campus will be through West House only (administration building).

Early Learning Program 1 and 2 (McCarty Early Learning Center) 7:55—8:15 AM

- Park in ELP areas and assist your child into the McCarty Early Learning Center deck for a health check and drop-off.

Pre-Kindergarten 3 & 4, Kindergarten and older siblings (St. Mark's Loop) 7:55 - 8:15 AM

- Drop off students at the St. Mark's Pavilion on the St. Mark's Loop.
- Health checks will be conducted in the car.
- Children will be assisted out of cars and walked into their classes by faculty and staff. Do not exit your vehicle.
- Exit campus by continuing straight on Oxford Avenue (towards Ortega Village).

Kindergarten - Sixth Grade (Carpool Gate at St. Mark's Lane) 7:55 - 8:10 AM

- Proceed to the Carpool Gate.
- Health checks will be conducted in the car.

DISMISSAL PROCEDURES:

ELP 1 and ELP 2 - 12 PM Dismissal (McCarty Early Learning Center)

- Enter campus from Baltic Street turning southeast on Ionic Ave. to access ELP parking area.
- Park in ELP parking area and walk to the Early Learning Center deck where your child will be brought out to you.

Pre-Kindergarten 3 & 4 - 12:00 PM Dismissal (St. Mark's Lane)

- Approach the Carpool Gate from Harvard Avenue. Enter Harvard Avenue from Baltic Street only. Do not turn off of Ortega Boulevard. **Please do not block our neighbors' driveways.**
- All cars must have St. Mark's carpool tags clearly displayed on rear view mirror.
- Students will be dismissed from the Carpool Gate, assisted by faculty and staff into your vehicle.
- Exit in front of the church toward Ortega Blvd., turning right or left on to Ortega Blvd.

Pre-Kindergarten 3 & 4 EDP (and older siblings) - 3:15 PM Dismissal Pavilion via St. Mark's Loop

- Enter the St. Mark's Loop from Oxford Avenue (straight from the Ortega Village).
- All cars must have St. Mark's carpool tag clearly displayed on rear view mirror.
- Students will be waiting and will be assisted by faculty and staff into cars. Do not exit your vehicle.
- Exit campus by continuing straight on Oxford Avenue (towards Ortega Village).

Kindergarten – Sixth Grade 3:15 PM Dismissal (St. Mark's Lane)

- Approach St. Mark's Lane from Harvard Avenue using Baltic Street access only. **Please do not block our neighbors' driveways.**
- All gates at the carpool area and the Bike Gate will be unlocked at 3:15 PM.
- All cars must have St. Mark's carpool tag clearly displayed on rear view mirror.
- Students will be dismissed from the Carpool Gate assisted by faculty and staff into cars.
- K-6 students with Pre-K 3 or 4 siblings who stay until 3:15 PM will be escorted to the Loop carpool.

Bicycle/Walker 3:15 PM Dismissal (Bike Gate)

- Bikers MUST wear helmets.
- An employee will be on duty from 3:15-3:30 PM to safely stop traffic and cross students on Baltic Street.
- All Bikers/Walkers must have a Biker/Walker Form (available in MyBackPack) on file and must sign out with an adult staff member before exiting via the Bike Gate.
- Bike Gate will be closed and students will only be dismissed by carpool if there is lightning within 15 miles. Parents will receive a text/email if they have subscribed to the school's Emergency Texting Service.

Extended Day Program (EDP) Pickup

ELP 1 and ELP 2 - McCarty Early Learning Center (All times)

- Enter McCarty Early Learning Center deck area and text or call (904) 305-7704 and we will bring your child to you.

Pre-Kindergarten 3 & 4 Pickup at 3:15 PM

- Students will be dismissed at the Pavilion at the St. Mark's Loop carpool area.

Pre-K 3 - 6th Grade Pickup after 3:30 PM

- Please call or text the EDP Cell Phone, (904) 305-7704 and we will bring your child to you.