

**Trinity strongly encourages multiple-family carpooling as the primary means for student transportation to and from school.**

**Daily Carpool Schedule**

Morning:	7:45 – 8:10AM
Classes Begin:	8:15AM
Kindergarten Dismissal:	M, T, TH, F: 2:15PM AND 3:15PM, W: 12:15PM
Dismissal:	3:15PM
Afternoon Carpool Begins:	3:25PM

**Afternoon Pick-up Numbers**

- Every family has been assigned a carpool/pick-up number shown on their window permit decal.
- **Students must know their pick-up number on the first day of school.**
- Two window permit decals have been provided to families.
- **IMPORTANT: By the first day of school**, window permit decals must be placed in the upper left hand corner of the front windshield and must be clearly visible to the carpool callers. Placement of the decal in the lower left hand corner is also permissible, especially when the height of the windshield or the degree of sun shading makes reading the decal difficult.
- If you participate in a regular weekly carpool with other Trinity families, you will need to give the carpool numbers of the other students verbally to the carpool callers.

**Traffic**

- **Exercise caution as you turn into the school driveway**—students may be crossing at the light at the end of the driveway. **Look for direction—TCS staff will direct traffic patterns.**
- Cars traveling west on Braddock Road (entering campus) are asked **not to turn right on red during carpool**. This allows space on the driveway for oncoming cars to turn left and not create a hazard both at the base of the driveway and in the turning lanes.
- The posted speed limit must be observed and will be strictly enforced.
- Speed humps have been installed to maintain safe speeds on campus.
- Drivers are to stay in designated traffic lines at all times.
- There is to be no parking and leaving of cars lined up in the pick-up line. It is imperative that all cars be ready to move promptly.
- Beware of leaving your AC or radio running with your engine turned off. Batteries drain quickly and stalled cars quickly become a log jam!
- Designated crosswalks must be used during carpool.
- Do not pull in or out of line for any reason.

**Times**

- All tardy students are to report to their division offices. Lower and middle school students are to be accompanied by an adult if arriving after 8:20AM.

- Drivers are asked not to line up before 2:45PM.
- There will be no early dismissals after 2:40PM, except for Trinity athletic team members.
- **Please do not enter the LS Office or distract personnel during PM carpool (3:10-3:50PM).** At 3:10PM , carpool numbers begin to be recorded in the LS Office.
- Carpool moves most smoothly when drivers arrive steadily throughout the duration of carpool.
- After 4:00PM all remaining lower school students will report to the upper school office and middle/upper school students will be dismissed from the buildings. Because of safety concerns, parents of lower school students must park and come into Building 2 to pick up their students after carpool has ended.
  - Families who habitually pick up their children after 4:00PM will be required to meet with the Administration to resolve the problem with possible fines assessed. The fine is a late fee of \$50 for each incident. More than four (4) late pickups in one quarter are considered excessive.

### **Drop-off/Pick-up**

- In the drop-off/pick-up zone:
  1. Cars are to come to a complete stop and to be put in “Park”.
  2. Drivers are to refrain from cell phone use, in order to give full attention to the safety of students.
  3. If the driver needs to exit the car for any reason, the car must be put in “Park” and the engine turned off.
- Under no circumstances are students to be dismissed from cars except in the designated drop-off areas.
- In order to expedite the carpool lines, all students are to enter and leave their cars as quickly as possible. Have your trunk ready to open as soon as your car is at the drop-off/pick-up station. Organize belongings for quick unloading/loading.
- *Parents are asked not to come into the buildings during morning and afternoon carpool due to safety considerations and limited parking. Should a parent have a need to park, he/she should park in the visitor lots and follow the crosswalk to the sidewalk.*

<p><b>Please Remember—Safety Is Our First Priority</b></p>
--