

To: Trinity Families
From: Debbie Walne, Director of Business Operations
Date: August 27, 2010
Subject: Window decals for carpool and parking

We are going to a modified system of identifying cars on our campus, both for parking as well as carpool, by using **window decals** that adhere to your windshield.

Two decals will be issued per family and they are to be placed on the inside upper left corner of your front windshield, below any shading that may be on the glass. 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. We have spoken with Fairfax County Police and there are no restrictions about placing the decals in this location.

The use of these decals is **mandatory** since these will display as your carpool number.

Students parking on campus, as well as staff, will also display window decals.

New carpool numbers will be issued to everyone; therefore, it will be helpful to begin memorizing these numbers with your student prior to the start of school.

If you participate in a regular carpool with other families, we are asking you to give the other student's carpool numbers **verbally** to the carpool callers. We are not planning to issue additional decals for other carpool members.

What this new system will do is:

1. Provide tightened security with decals that are not easily replicated.
2. Allow the school to quickly identify cars on campus at any given time.
3. Help with planning for activities that bring not only our families, but extended family, friends, and the outside community on our campus.
4. Demonstrate to the county our continued diligence in managing traffic on our campus.

If additional decals are required (nominal charge), or to replace a decal, please stop by the Business Office located in the lower level of the Administration Building or email:

Business@tcsfairfax.org.

We have enclosed a copy of our Carpool Policy to refresh everyone on the rules. Also, a quick reminder that the roadways are always crowded the first two weeks of September, so allow extra time to get to school. Likewise, adjusting to new carpool numbers and procedures will likely add time to the process, so we appreciate your patience as we all become familiar with the system.

Enclosures: Two decals
Carpool Policy