

MAXWELL HILL ELEMENTARY SCHOOL CARPOOL PROCEDURES

Early Morning Drop off:

- Student drop off is between 8:00 and 8:30 am. Students that want to eat breakfast at school should be there no later than 8:20 am. All students need to be in their seats ready to learn by 8:30 am.
- Enter using the Main road, Proceed in single file on the road behind the school. PLEASE WAIT for the cars ahead of you to exit before exiting down the main road.
- To keep the line moving, please do not exit your car in the drop off lane and make sure your child is ready to exit the car – s/he has backpack, lunch box, etc. in hand.

Evening pick-up:

- EVERY car MUST have a MHES Car tag/number visible in the windshield. Extra tags are \$5 each and available in the office. Students will **NOT** be released without a car tag, and therefore will send you to the office to show proper ID.
- Carpool students are dismissed at 3:20 pm. Unless there is an emergency or a child has a doctor's appointment, please DO NOT pick your child up early because teachers teach up to the moment of dismissal. If you do not like waiting in carpool traffic, do not come until 3:30 pm.
- Enter using the main road; proceed to the back parking lot. Upon direction, please enter DOUBLE lanes behind building.
- All students must be picked up by 3:40 pm. If you are interested in the YMCA After-care program, please inquire for information in the office.

