



CARPOOL EXPECTATIONS AND PROCEDURES

Dear Hollygrove Family,

We are all part of this special and loving community. We sing, we laugh, we reflect, we learn and we play hard. We talk about kindness, respect, responsibility, understanding, communication and perseverance. And, when it comes to carpool and the safety of our little ones, we are very **serious**.

We know drop offs and pick-ups can be rushed; however, it only takes one incident in which a car hits a pedestrian that in turn could lead to a school tragedy. We ask that you take these rules very seriously and that you put the safety of our students and their families first at all times.

We thank you in advance for your cooperation and we appreciate all of your support! The following expectations in this guide will help keep our children safe, will support our relationships with our neighbors and will allow us to remain in compliance with our CUP (Conditional Use Permit).

So, please read this guide carefully and realize that the tone and the **red/bold** words are written out of years of experience at Hollygrove and with much love and concern for the community.

Respectfully,

LCS Hollygrove Staff

*P.S. Please be sure to share this information and these rules and expectations with **ANY** individuals who drop off your child or come to pick up your child (babysitter, daycare, grandparents, etc.).*

CARPOOL LANE EXPECTATIONS

- Cell phone use (texting, emailing, calling) is prohibited in our carpool lane. We need all drivers to be attentive at all times.
- Drivers **must put their cars in park** before car doors are opened and students enter or exit cars.
- Adults will open and close doors in carpool, not students.
- Students **MUST** exit cars from **ONLY** the passenger side, not the driver's side; students may not exit from driver's side and cross between cars.
- For safety reasons, children may not help in carpool or remain when their parents are volunteering.
- Cars may **NOT** line-up outside and wait for the gate to open. If you arrive prior to the opening of carpool, 8:00 AM (morning) or 3:00 PM (afternoon), you **MUST** circle the block until the gate is open.

Morning Carpool Process:

- The front pedestrian gate will open at 7:30AM each school day morning. There will be a staff member stationed at the gate to greet you and your child. You must walk your child to the pedestrian gate if you are arriving between 7:30 and 8:00AM.
- The main carpool gate opens at 8:00 AM and closes promptly at 8:25AM (please review "Flow of Traffic" section below).
- You may not enter our campus through the carpool gate prior to 8:00 AM. At times you might see a staff member opening and driving through that gate prior to 8:00 AM-- you may not follow that staff member in to the school.
- If you arrive after 8:25AM, you must park and walk your child in to receive a tardy slip from the front office. Your child will not be able to enter class without a blue slip.
- You may not park, drop off, or stop - even briefly - in our bus zone, as per the posted signage.
- You may not drop off or stop, even briefly, in neighbors' driveways.
- You may not drop off or stop, even briefly, in Hollygrove's parking lot driveways.
- In order to drop off your child, you may not double park or stop in the street, even briefly.
- There is absolutely no jaywalking. You must cross Waring safely at the corner on Vine and Waring.
- You may not pull over into the crosswalk at Vine and Waring to drop off your child. There is absolutely no blocking or backing into this crosswalk.
- You must drive slowly and cautiously at all times, including entering and exiting our carpool lane and on Waring.
- You must follow LCS staff directions at all times.

Afternoon Carpool Process:

- The main carpool gate opens M,T, Th, F at 3:00PM and closes promptly at 3:25PM.
- On Wednesdays, the main carpool gate opens at 1:30PM and closes promptly at 1:55PM.
- The afternoon carpool is **ONLY** for cars picking up **MORE** than one child or picking up students at other LCS Sites (Selma, LFP).
- If you are picking up 1 child, you must park and use our pedestrian gate.
- The authorized adult picking up your child **MUST** show a photo ID to staff. Your child will only be released to adults on your authorized list with photo ID. Please call the main office to update or change your authorization.
- Please use your **PLACARD**. Different staff members assist with carpool each day and will not be able to recall each vehicle's occupants. Placards should be placed on the passenger's side for best visibility.

FLOW OF TRAFFIC
RED RULE: Right Turns Only

- All cars must enter carpool line on Gregory Ave. (See map below for visual).
- **Right** on El Centro Ave.
- Cars may NOT turn left into the carpool line. **RIGHT TURNS ONLY!!**
- Cars may NOT enter carpool line coming North or South on El Centro Ave.
- Cars may ONLY enter from Gregory and make a **RIGHT TURN** onto El Centro Ave., followed by a **RIGHT TURN** onto Waring Ave. followed by a **RIGHT TURN** right into the Hollygrove carpool gate.
- Same rules apply morning and afternoon. ☺
- Cars may NOT wait outside the gate for the gate to open (both AM and PM). If you arrive prior to 8:00 AM or prior to 3:00PM, please circle the block, making **RIGHT TURNS**, until the gate is open.



THE OINKSTER LOT

Our neighbors at The Oinkster Restaurant are kind enough to share their parking lot with us in the morning before they open. In order to maintain this privilege, we must abide by the following rules:

- The Oinkster parking lot is only open from 7:45am to 9:30am, Monday through Friday. There is NO afternoon or student pick up parking. There is NO Larchmont Charter School parking in The Oinkster lot after 9:30 am.
- Cars may only **enter** and **exit** the lot from the Vine Street gate. Pedestrians may only enter and exit the lot from the Waring Street gate.
- Enter: You may only enter the lot from Vine St heading northbound -- this means that you may only make a **right turn** into The Oinkster lot. There are no left turns from Vine allowed.
- Exit: You may only exit the lot from the Vine St. exit, making a **right turn** on Vine out of the lot. There are **NO** left turns out of the lot allowed! You may only turn right and head north on Vine.
- If you enter The Oinkster lot and find that it is full, you may **NOT** stay and wait for a parking spot to open up, you must exit. You may also **NOT** wait on Vine Street for a parking spot to open in the lot. We have added a Oinkster Lot Volunteer spot in our weekly parent rotation; however, if there is no volunteer, you will have to drive into the lot and turn back out if there is no space-- especially important on Friday mornings.
- There is NO blocking The Oinkster driveway or drop off in The Oinkster driveway from either gates..
- You may not, under any circumstances, double-park in The Oinkster lot; if the lot is full, parents must exit and persevere in finding alternate street parking. **You may not make your own spot in the lot. If you are found double parked, your car will be subject to towing at your expense.**
- Parents must give way to the Oinkster delivery trucks and garbage trucks entering or exiting the lot.
- Once you have parked, you may exit (on foot) the Waring side gate as the gate will be open wide enough to accommodate pedestrian traffic. For important safety reasons, you may only cross the street at the corner, at the light and crosswalk. **There is absolutely no jay walking!**
- The lot gate will be closed at 9:45 AM. Please be sure to exit the lot on time. Unfortunately, if your car is in the lot after 9:45AM, your car will be locked in the Oinkster lot or towed.