



# Carpool 101

Ben Franklin Academy is committed to managing traffic and parking in a safe and effective manner for the benefit of its students and community. We follow a carpool system for drop off and pickup. Below are some basic rules to our process.

## **MORNING DROP OFF (Grades K-8)**

1. Parents enter school property using the 2<sup>nd</sup> entrance located on the backside of the school.
  - The main entrance to the school will be blocked off to prepare for carpool beginning at 7:45am.
  - **Zone A = Left Lane.** This lane drops off in front of the main doors of the school.
    - Parents are to remain in their cars.
    - All cars should be in the park position while students are unloading.
    - Students are to unload, curbside only.
    - Once student is safely out of the vehicle, parents should follow the line of cars in front of them & exit school property.
  - **Zone B – Right Lane.** This lane drops off on the northside of the parking lot, next to the overflow parking lot.
    - Parents are to remain in their cars.
    - All cars should be in the park position while students are unloading.
    - Students are to unload, curbside only.
    - Once student is safely out of the vehicle, parents should follow the line of cars in front of them & exit school property.
2. If you need assistance during drop off, hang your carpool tag on the rearview mirror.
3. Any student not in their seats/classroom by 8:15am will be given a tardy slip.

## **AFTERNOON PICKUP (Grades K-8)**

4. Parents enter school property using the 2<sup>nd</sup> entrance located on the backside of the school.
  - The main entrance to the school will be blocked off to prepare for carpool beginning at 3:15pm.
  - **Zone A = Left Lane.** This lane picks up in front of the main doors of the school. Approx 20-22 cars.
    - Student's will exit the school on the south side of the building and will walk down the center of the carpool lane.
  - **Zone B – Right Lane.** This lane picks up on the north side of the parking lot, next to the overflow parking lot. Approx. 16 cars.
    - Student's will exit the school on the north side of the school.  
This is the Preschool door closest to the Preschool parking lot.
5. Parents are waiting in line to be scanned by their family number listed on the carpool tag.
6. The carpool scanner will scan the family carpool tag. There is a scanner for both Zone A & Zone B.
  - Once scanned, your family number is sent electronically to the front office, and the child's classroom. This notifies staff that a parent is on school property for pickup.
  - After being scanned, hang your carpool tag on your rearview mirror.
  - Parents are to remain in their vehicles in the order they were scanned.
  - Do not switch lanes once you have been scanned.
7. Parents will continue to circle around the school until their group (aka. "load") is signaled for loading.
8. Once in the loading zone, parents are required to put their vehicles in park & wait for their student to come outside.
  - Only children for those specific group of cars will be released for loading.
  - Parents are to remain in their vehicle during carpool. Staff or parent volunteer's will help if needed.
  - If you need assistance, hang your carpool tag on the rearview mirror.
9. When your child is safely buckled in their seat, take down your carpool tag. This signals to the staff that your car is finished loading and you are ready to leave.
10. Once the group of cars is ready to depart, the staff will release the load, and the next group of cars is signaled into the loading zone.
11. The process is repeated until there are no more cars on the property.
  - If your child does not come outside when the group is ready to depart, you may be asked to pull over into a waiting zone. There are designated waiting zones for both A and B zone.

# Quick Carpool Facts

- Morning carpool runs from 7:45am-8:10am.
- Afternoon carpool usually runs from 3:30pm-4:00pm.
- At the end of the day, **Bus Rider's** are released first for loading, and are usually off school property by 3:35pm
  - If your child is an intermittent bus rider, parents must email DAILY & inform the school no later than 1:30pm that afternoon. CC: your child's teacher.
  - This helps us to ensure your child is/is not on the bus.
- At the end of the day, **Walkers** are released at 3:45pm.
  - If your child is an intermittent walker, parents must email DAILY & inform the school no later than 1:30pm that afternoon. CC: your child's teacher.
  - A *Designated Walker* form must be on file in the front office before your child is released as a walker.
- If your child is going home with a friend, we MUST receive an email no later than 1:30pm that afternoon.
  - Email: [traffic@bfacademy.org](mailto:traffic@bfacademy.org) & cc: your child's teacher.
  - You can give your family carpool tag to the family picking up.
  - If the school is not notified, your child will not be released.
- Any students left in the classroom after 4:00pm, will be called down to the main entrance of the school for "ALL CALL".
  - **ALL CALL** = students will stand in front of the main doors of the school, and as parents enter the school property they are to pull up to the curb & pick up their student.
  - This is the tail end of the carpool process, and your last chance to pick up your student.
  - Students in ALL CALL are supervised by school staff.
  - Any students remaining after ALL CALL will automatically be sent to BASE (after care).
    - Once checked in for BASE, the parent will be charged \$7.00/hr for the first child, \$4.50 for a 2<sup>nd</sup> sibling.
    - If you arrive on school property, and do not see your child, you must park and walk inside to check your child out of BASE.
    - BASE is located upstairs in the Middle School Commons.
    - Students will only be released to a parent, guardian, or an emergency contact. All persons picking up must be listed on the student's BASE paperwork & provide a valid Driver's License for identification purposes.
    - No student will be released unless an adult (18 years or older) checks them out.
    - For more details, please reference the BASE program handbook.

If you need additional carpool tags, you may purchase them through our website:

- [www.bfacademy.org](http://www.bfacademy.org)
- See Student Account Information (bottom left corner)
  - Make a Payment
  - Carpool Tags
    - \$5 for 2 laminated carpool tags
    - Please allow approx. 2 weeks for processing
- During August registration, each family will be given a sticker to attach to the carpool tags. This sticker displays the current school year which signifies you are a currently enrolled family.

**Be responsible!**

**Parents are asked NOT to use electronic devices of any kind while in the carpool line. This includes Bluetooth/hands free devices.**



## Way To Go / Carpool

BFA is partnering with Way to Go to assist families that are interested in carpooling, walking and biking to and from school with other families. Way to Go is a program of the Denver Regional Council of Governments (DRCOG) that has been helping families in the region for over 15 years. Last year, Way to Go assisted nearly 70 schools and helped form more than 3,500 school-related carpools.

More specific details will be distributed in May. You are NOT required to participate and directions for opting out also will be distributed in August. The program generally works as follows:

- BFA will send its roster, which will include parent and student names, grades, addresses, phone numbers and email addresses, to Way to Go. This is the same information provided in the student directory.
- During the summer, Way to Go will email BFA families their personalized list and map identifying the BFA families living closest to them. Parent names, student names, grades, addresses, phone numbers and email addresses will be shared.
- Families receiving a list are not obligated to participate and may keep the list as a reference.
- If you are interested in participating, you will need to take the initiative to contact the families on your list to make your arrangements.
- Way to Go will share your information only with other BFA families. It will NOT sell your information to third parties. BFA families are similarly asked to respect the privacy of other BFA families.

### **Disclaimers:**

- BFA and Way to Go assume no responsibility but provide information for your use.
- Neither BFA nor Way to Go runs background checks, confirms valid drivers' licenses or assesses insurance coverage on participants.
- Potential users are advised to screen participants to their personal satisfaction and check their own insurance coverage for carpooling to assure they are covered under these voluntary arrangements.
- No drivers, vehicles or insurance are provided by either BFA or Way to Go.