



# LCS Fairfax CARPOOL EXPECTATIONS & PROCEDURES

Dear Larchmont Families:

Safety and security of your children, our students, is our top priority. For that reason, we have established our car line rules and procedures for pick-up and drop-off. As a staff, we would like to make the experience as pleasant and fast for you as possible. **We would also like to remind everyone of the most important carpool rules that will help us to make the process as safe and efficient as possible.**

**1. Please adhere to the correct pick-up times.** IF YOU ARRIVE TOO EARLY, YOU WILL BE ASKED TO LEAVE AND RETURN AT THE DESIGNATED TIME. Times are intentionally staggered to reduce congestion in the lot – please don't get here too early – students will still be in classrooms until their respective dismissal times. Thank you.

K Regular Day Dismissal : 2:50 pm

1-2 Regular Day Dismissal: 3:00 pm

3-4 Regular Day Dismissal: 3:10 pm

K Wednesday Early Release: 1:20 pm

1-2 Wednesday Early Release: 1:30 pm

3-4 Wednesday Early Release: 1:40 pm

**2.** When pulling into the lot, please stay **AS FAR TO THE RIGHT HAND SIDE AS POSSIBLE**. This will provide a passing lane for any cars who may receive their child first and who wish to pull out of the lot to open up room for other drivers.

**3. Please use your PLACARD.** Different staff members assist with carpool each day and will not be able to recall each vehicles occupants. **Placards should be placed on the passenger's side for best visibility.**

**4.** Please always pull up to the **FIRST CONE** closest to our front door.

**5.** If you're child still needs help buckling up OR if you are picking up children who are released at different times (2:50 vs. 3:00 vs. 3:10), **please park and walk in for pick up. This will help speed up the process significantly.**

**6.** No left turns **out of the parking lot** or **into the parking lot**. Not only does that create a hazardous driving situation, but it also delays our carpool line as we wait for cars to be able to turn left **AND it's illegal - - we don't want anyone to be ticketed!**

**7.** When entering the lot, **no cars may block the sidewalk**. Please wait until there is sufficient room for your entire vehicle to come inside the lot.

**8.** Have students prepared to exit the car when you approach the unloading zone in the morning. **They should have their backpacks ready to go, shoes on, and other materials ready to exit.**

We thank you in advance for your cooperation and we appreciate all of your support! This will help keep us in compliance with our CUP (Conditional Use Permit) and will also prevent any unwanted tickets or parking restrictions from the city of West Hollywood.

# LCS at Fairfax Campus Carpool Map

**Car line drop-off time: 8:00 - 8:30 am**

All students that are not picked up by the end of dismissal time will be sent to after school. To ensure that all students are accounted for, children may not wait by the office or in classrooms after school.

Dismissal: K 2:50 pm M,T,Th, F  
 1:20 pm W  
 Dismissal: 1-2 3:00 pm M,T,Th,F  
 1:30 pm W  
 Dismissal: 3-4 3:10 pm M,T,Th,F  
 1:40 pm W

