



AMERICAN ACADEMY
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Carpool Policy

This policy was modified and approved by the American Academy Board of Directors on August 20, 2019.

Purpose

This policy defines American Academy Carpool Procedures and Rules for K-8 at the Castle Pines and Parker campuses. Safety is the first priority at all times. Adherence to these carpool procedures, rules, and attendants' directions is required of all students and families of American Academy.

Designated Status

Each student will have a designated status of "walker," "carpooler," or "VIP." The student will be dismissed according to their designated status. It is the responsibility of the student to know if they are being picked up in a manner other than their designated status. Parents may contact the school prior to 3:00 p.m. to inform the school of a last minute exception or change in designated status. This contact may be by way of phone call or the carpool app (NAME).

Carpool Status

By default, all students are designated as "carpoolers." Carpool students may walk home only if the parent informs the school prior to 2:45 p.m. and there is an approved Walker Form on file.

Walker Status

Students intending to walk or bike to and from school on a regular basis may request "walker" status. Walkers will be dismissed through the walker door every day. If a student will be picked up through the carpool line from time to time, it is the responsibility of the student to remember to go to the carpool line. The school will accept the determination of a student's parent as to whether that student is eligible for walker status.

As a matter of policy and practicality, the school does not attempt to regulate the conduct of parents and students outside of school grounds. The school does, however, request that every parent and student act respectfully when travelling to and from school. All students and parents should be mindful that their actions impact the reputation of American Academy in the community.

Emergencies

Emergency vehicles may need to reach the school during carpool. If this happens, please follow staff instructions. In the absence of staff instruction, make every effort to make way for emergency vehicles on your own.

Carpool Hours

All Grades K-8

Morning drop-off: 7:35 am – 8:00 am*. *Students not in their classroom seats by 8:05 a.m. will be marked tardy.

Afternoon pick-up: 3:35 pm – 4:00 pm.

For KindiePrep Parents: Carpool ID Cards

KindiePrep drop-off begins at 8:15 a.m. and pick up begins at 3:00 p.m.

Lincoln Meadows: Parents with a KindiePrep student AND a K-8 student will be provided a printed carpool card to present to staff once on campus. This placard should be visible through the driver side windshield at all times when parked in two lane (just before the cone zone). Parents with a Kindieprep student only should park in the main lot nearest KindiePrep and proceed inside to pick up their student. No carpool card is necessary.

Motsenbocker: Parents with a KindiePrep student AND a K-8 student may park anywhere in the race track and proceed to pick up their student prior to the start of K-8 carpool in the afternoon. Parents with a Kindieprep student only should park in the main lot nearest KindiePrep and proceed inside to pick up their student. No carpool card is necessary in either case.

For K-8 Parents: Carpool App

To the extent possible, every American Academy family should download the free carpool app used by American Academy and create an account. The app is called "School Dismissal Manager" and can be accessed either on the Google Play App Store or the Apple App Store.

The app will allow parents to check in once on campus for retrieval of their student(s), report absences or late arrival to school, change of pick up status, designate alternative pick up drivers, and to be notified of any emergency changes to carpool. If you cannot download the app for any reason, please immediately notify the school for alternative pick-up procedures.

For afternoon carpool, the app will allow check in beginning at the designated carpool opening time (3:20 p.m. for Motsenbocker and Castle Pines and 3:25 p.m. for Lincoln Meadows). Once you have checked in, please follow the direction of onsite staff.

VIP Passes

Each spring at the American Academy PTO Spring Gala, the school auctions off a limited number of VIP Passes for the following school year. Parents who purchase these VIP Passes are entitled to special access to the front of the carpool line in the afternoon. VIP Pass owners will be given a VIP Pass in addition to or in place of their family Carpool ID card. If you are a VIP driver, you must display your VIP Pass on the visor, dashboard or windshield of the passenger side of the car clearly visible to carpool volunteers in order to proceed to your designated VIP spot. **VIP cars must be in their designated places by 3:15 pm (Parker Campuses), and 3:20 pm (CP)** or they will need to line up with the other cars. VIP Passes obtained through the Spring Gala are good for one school year only, and will be open for bid for at the AAPTO Spring Gala every spring.

Morning Drop-Off Procedures

If there is inclement weather in the morning, please check the school website for delays and cancellations. Make sure your children are dressed appropriately.

Motsenbocker and Castle Pines Drivers may begin to line up no earlier than 7:30 a.m. To help reduce traffic on Twenty Mile Road, Lincoln Meadows Drivers may line up on campus earlier than 7:30 a.m. As they arrive, drivers will line up single file all the way to the right, starting at the student entrance. As the line grows:

- Castle Pines drivers will continue to line up single file on the right hand side of Mira Vista Lane leaving the middle lane and roundabout open until 7:30 am. Once the line is formed through the roundabout, do not pass the line.
- Parker drivers will continue to line up single file in the "race track" and then be released into the two lanes just before cone zone. Staff will then release drivers into the cone zone.

The designated drop off area, called the “cone zone”, is between the student entrance and the cafeteria, and will be delineated using orange cones. The “cone zone” will be monitored by staff members during the designated carpool hours. **Parents may not let students out of the vehicle until a staff member indicates that carpool is ready to begin.**

Carpool drop-off for all K-8 students begins at 7:35 a.m. Once directed, cars in the designated drop-off area may release their students from the car from the **right side (passenger side) only**. At no time may students exit a car from the left side. Once children have exited their vehicles, they should enter the building through their designated student entrance and proceed directly to the cafeteria or their classrooms as directed by AA staff. Parents should take care that all of their students reach the sidewalk safely before pulling forward. Students sometimes chase papers, balls, etc., moving unexpectedly to retrieve them, and are not easily seen by drivers.

Students should be released from the car where the car comes to a stop in the carpool line. Parents may not drive forward to release students closer to the entrance.

If your student is on crutches or for some other reason is restricted from walking and /or needs an elevator pass, indicate this to carpool staff as you approach the main entrance.

Once the students have been released from the car and it is safe to pull forward, all drivers will proceed, single file and keeping to the right, through the AA parking lot to exit school grounds. The next group of cars will be directed to move into position in the “cone zone.” Parents must pull all the way forward before releasing students.

Castle Pines Note: Once morning carpool commences, all traffic going in and out of the school must be in the carpool lines and cars may not pass on the left on Mira Vista nor go the wrong way around the roundabout during carpool for any reason.

Students dropped off after 8:00 a.m. will be marked tardy as students are required to be in their classrooms and seated at 8:05 am to begin school. If you arrive after the carpool attendants have gone inside for the morning, you must park your vehicle in the parking lot across from the main entrance (not in the carpool lane*) and escort your child to the office to sign them in. Your child will receive a tardy slip. Should there be inclement weather, the carpool volunteer may stay longer to supervise drop off, and tardy slips may be suspended at the discretion of the office.

***Drivers may not park and leave their cars in the carpool lane at any time either during, before, or after carpool.**

Afternoon Pick-Up Procedures

Due to limited parking at the school, there are no provisions for inclement weather except for lightning. In the event of lightning, carpool will be suspended, and children and staff will proceed back inside the building. Carpool will resume when the threat is deemed by school security officials to have passed. Please provide your children with clothing appropriate for the weather. Be aware that during inclement weather, carpool will take longer.

For Castle Pines and Motesenbocker campuses, Drivers may begin to line up under the direction of carpool attendants no earlier than 3:20 p.m. For Lincoln Meadows, Drivers may begin lining up no earlier than 3:25 p.m.

Drivers will line up as follows:

- Castle Pines drivers will line up filling both inbound lanes no earlier than 3:20 p.m. As both lanes near the roundabout, cars will move forward as they alternate to merge into one lane. No cars will be allowed to sit in front of the school or on Mira Vista prior to the commencement of afternoon carpool. Carpool attendants will place cones and provide direction on a daily basis. No passing on the left of the inbound carpool lines at any time. Parents needing to pull out of the line for emergency reasons may call the Front Office at 720-292-5600. Do not attempt to pull out of the line without the help of an attendant at any time.
- Once on campus and parked in the four lane “race track,” Motesenbocker drivers will wait for the attendant to direct them to form two lanes just around the corner from the main entrance and past the gym/cafeteria. No passing on the

left of the carpool line once carpool line begins forming. Parents needing to pull out of the line for emergency reasons may call the Front Office. Do not attempt to pull out of the line without the help of an attendant at any time.

Pick-up will begin promptly at 3:35 pm.

Castle Pines Note: Once afternoon carpool has commenced absolutely no traffic will be allowed to access the school via Mira Vista without joining the carpool lines.

Students will line up between the student entrance and the main/visitor entrance, staying on the sidewalk and watching for their vehicles. Once directed by a carpool attendant, cars may proceed to line up in front of the cone zone. **Students may only be picked up in the area designated by the “cone zone” or as directed by a carpool attendant.** All cars are expected to pull all the way forward in line, following the car in front and filling in all gaps. Parents may not stop when they see their student(s); they must pull forward behind the car in front of them and wait for the student to come to the car.

If your student is not waiting for you when you pull up in line to get them, you will be directed to park in the parking lot. Your student will be recalled by a staff member with a radio and escorted to the parking lot. **While waiting in recall parking, parents must stay inside of, or next to their cars, to wait for their student/s.**

To ensure the continued safety of our students, parents will not be allowed at any time to approach the cone zone to pick up a child. Once the student has appeared, they must wait to be escorted by a carpool attendant across the crosswalk.

Parents arriving after carpool is finished must park their vehicles in the parking lot (not in the carpool lane*) and go inside to the school office to sign out their child. Students who are not picked up on time will be sent to Homework Club and parents will be charged at the current homework club rate. Students not picked up by the designated Homework Club pick-up time will be sent to Crash Club and parents will be charged at the current Crash Club Rate. Students not picked up from Crash Club by 6:00 pm will be charged a late fee according to the [Extracurricular Policy](#).

***Drivers may not park and leave their cars in the fire lane in front of the school building at any time either during, before or after carpool. Drivers must park in the school parking lot.**

Carpool Rules

The following rules apply to both morning drop-off and afternoon pick-up, and all carpool drivers are required to abide by these rules:

- **For Lincoln Meadows drivers: DO NOT park, line up, or slowly proceed forward on Twenty Mile Road, Apache Road, or Plaza Road prior to the opening of carpool. Doing so creates safety hazards on an arterial road and otherwise has the potential to disrupt local businesses.**
- **Do not access the School Dismissal Manager app while operating a moving vehicle off campus. Please check in only once you have arrived on campus and you have come to a complete stop.**
- **Do not exceed 10 mph on school property at any time for any reason.**
- **Do not block the crosswalk.**
- **Prepare your child for drop-off before you arrive at carpool.** Coats should be on or in hand, backpacks and lunchboxes should be packed, on laps or easy-to-reach, and when possible, children's seating order in the car should match the order in which they will exit the car. Make sure your child's backpack can be carried or maneuvered by that child.
- **Parents are expected to release their student(s) where the car stops in the carpool line.** Parents may not drive forward to release students closer to the entrance.
- **Respect the attendants and follow their direction at all times.** Staff and volunteers do their best every day to uphold the rules of the school and to make carpool run as smoothly and safely as possible.
- **Do not exit your car at any time, once you have entered the carpool line.** If your student requires assistance exiting or entering the car, you must wait for a carpool attendant or staff member to assist them.

- **Other than checking in on the SDM app once on campus, parents must turn off cell phones when carpool is in progress.** Do not text, dial or talk on a cell phone during carpool. For everyone's safety, drivers must give driving their undivided attention.
- **Do not approach the carpool line on foot to pick up your child.** You will not be permitted to pick up your child this way.
- **Do not allow your student to enter or exit your car on the left side at any time. At all times, students should enter your car on the passenger side only.**
- **Do not line up prior to 7:30 am for morning carpool or 3:15 pm for afternoon carpool (3:25 p.m. for Lincoln Meadows).**
 - For morning carpool, Lincoln Meadows drivers may line up in the parking lot prior to 7:30 a.m. to help reduce congestion on Twenty Mile Road.
- **Do not hold up the line by chatting with a staff member or carpool attendant.** Carpool is not the time or place for impromptu parent/teacher discussions.
- **Do not attempt to pass the car(s) in front of you at any time during carpool. Follow the car in front at all times.**
- **Do not hold up the carpool line if your child is not in the loading area.** Move forward to the recall area and pull as close to the curb either in front of or behind waiting cars so carpool line can continue you around you.
- **Do not park and leave your vehicle in the carpool line or in the fire lanes.** The school reserves the right to have any unattended vehicle immediately towed at the owner's expense if the vehicle is impeding carpool or the arrival of an emergency vehicle.
- **Parking in the carpool cone zone is prohibited at all times.** This area is for loading and unloading only.
- **Do not at any time open the trunk of your car while in carpool.** If you must retrieve something from the back of your car, you must do this prior to entering carpool or after exiting.
- **Once carpool has begun, all traffic must travel with the carpool lines in and out of the school.**
- **Please use patience and courtesy with all other drivers, volunteers and students and staff members.** Respectful behavior is expected at all times of our students, our staff AND our parents!

Parking

Do not park and leave your vehicle in the carpool line or in the fire lanes without permission. The school reserves the right to have any unattended vehicle immediately towed if that vehicle is illegally parked or could impede the progress of carpool.

Early Pick-Up

If you need to pick your child up from school early for a doctor's appointment or another pre-arranged reason, you must park in the parking lot and come to the front office to sign your child out. **Please note that early pick-up ends at 2:45 p.m.** If you arrive after 2:45 p.m., you will need to pick up your child in the carpool line. Early pickup is intended to be used as an exception and will not be allowed on a regular basis. Routine early dismissal is disruptive to the student(s) and the entire class. The office reserves the right to deny early pick-up.

Lincoln Meadows drivers who pick up early should park in the main school parking lot. This will help ensure that they are not delayed by parking behind those waiting for regular carpool to begin.

Inclement Weather and Special Circumstances

In the event of lightning or other extreme circumstance during afternoon pick-up, pick-up will be suspended and all staff members brought inside until it is safe to resume. Depending on Parents will wait in line in their cars for carpool to resume. Walkers will also be held until it is safe to release them.

Emergency Lockout

In the case of an emergency which requires the school to be on Lockout (e.g. criminal in area, crime scene next door, tanker truck spill), parents will be notified via one or more of email, text, or carpool app notification. Parents are not allowed into the building until the conditions have improved and the "all clear" has been given by the school. Parents will be notified when it is safe to pick up their children. In the event you are instructed to enter the school to pick up a student, you may be required to provide photo identification and/or display the carpool app as confirmation that you are authorized to pick the student up; please be prepared by having photo identification and your cell phone turned on when entering the school.

POLICY HISTORY

Original: approved by the BOD on October 11, 2005
Revision 1: approved by the BOD on June 19, 2006
Revision 2: approved by the BOD on December 12, 2006
Revision 3: approved by the BOD on July 14, 2008
Revision 4: approved by the BOD on August 20, 2008
Revision 5: approved by the BOD on August 31, 2009
Revision 6: approved by the BOD on September 17, 2009
Revision 7: approved by the BOD on August 17, 2010
Revision 8: approved by the BOD on August 17, 2011
Revision 9: approved by the BOD on May 16, 2012
Revision 10: approved by the BOD on July 10, 2013
Revision 11: approved by the BOD on October 25, 2016
Revision 12: approved by the BOD on December 18, 2018
Revision 13: approved by the BOD on August 20, 2019

