



BROOK HILLS CO-OP

Carpool Parent Serve Guidelines

Carpool times: 9:40-10:00 am, 11:20 am-12:00 pm, 1:10-1:30 pm, 2:50-3:10 pm

**Please arrive 5 minutes prior to your time slot, sign in with the desk attendant, and complete a nametag.*

- Weather permitting, the carpool takes place on the left side of the student building. If the weather does not permit, carpool may be moved under the front awning.
- Please stand on the sidewalk near the side stairs and be visible to both parents and students at all times.
- Please ask parents to move all the way down the line (past the sidewalk and near the volleyball court) to make room for as many cars as possible.
- Students do not need any assistance getting into cars. However, driving students will walk across the carpool line to get to their own cars. Use caution and discretion when allowing students to walk across the carpool lane.
- Cars with students may pull around waiting cars to create more space in the carpool line. Please help give them direction.
- Students should not hang out in their cars or in the parking lot during this time. They must exit the parking lot by the time your carpool time ends. Before you leave the carpool area, please ask them to head off campus if they're still hanging out.
- If there are any students remaining when your time ends, please escort them to the lobby and let the desk attendant know the student is still waiting for their ride.
- Please sign out with the desk attendant before you leave campus.
- In case of any emergency, please text Becca at 205.283.6204.

We are so grateful for your service!