



2022-2023 Carpool Instructions and Procedures

As you know, Prince of Peace Catholic School is a large school and safety is always our first priority. Carpool procedures are in place for the safety of all students and it takes everyone's support and cooperation to run effectively. Of course, extenuating circumstances may require an alternative method for drop-off and pick-up. In such cases, please obtain school administration approval. Otherwise, all parents and students must adhere to the Carpool Guidelines outlined below. **Important:** For carpool pick-up, each family should use the carpool sign provided by the school. The carpool sign should be displayed in plain sight on the dashboard or windshield.

Standard Carpool Policies

- DO NOT use the business parking lots across Village Creek Drive as a turn-around.
- Do not allow your child to walk through any parking area during active carpool times.
- Drivers are not allowed to use their cell phones at ANYTIME in the carpool line.
- As you approach your morning drop-off area, please remind your children to begin gathering their backpacks so they are prepared to get out of the car.

Morning Carpool

- **St. James begins at 7:20 a.m.**
- **Cana Center begins at 7:30 a.m.**
- **CLC begins at 7:30 a.m.**
- Staff members are available at the CLC and St. James to assist the younger students. For St. James, staff members will be at door and the car line at 7:20 a.m.
- After morning drop-off, students are not allowed to roam the halls or classrooms.
- CLC students will gather in the CLC to wait for their teachers.
- K - 2nd and 6th - 8th will gather in the Gymnasium.
- 3rd - 5th will gather in the Cana Center.

On the First Day of School Only

Children in grades 3K, 4K, 5K, and Kindergarten may be walked into their classrooms. Carpool directions for pick-up that day will be provided by the Kindergarten teachers or CLC Assistant Principal for parents of children 3K, 4K, 5K, and Kindergarten.

Afternoon Carpool

- **CLC and Kinder (where Kinder is the oldest child) (Green Line):** 3:00 p.m. dismissal & pick-up at CLC
- **K- 3rd (Blue Line):** 3:00 p.m. dismissal & pick-up at Cana Center
- **K - 8th Mixed (4th - 8th grade students with younger K- 3rd siblings) (Yellow Line):** 3:30 p.m. dismissal & pick-up at St. James
- **4th - 8th Mixed (Red Line):** 3:30 p.m. dismissal & pick-up at Cana Center
- **8th grade Only Student at POP (Green Line):** 3:30 p.m. dismissal & pick-up at CLC

2022-2023 Carpool Instructions and Procedures

CLC Morning Drop-Off/Pick-Up 3:00 p.m. & 8th Grade Only Student at POP 3:30 p.m. Pick-up

- Enter Village Creek Drive from Plano Parkway
- Turn right into the church parking lot by the pond
- Proceed down to the plaza between the main school and the CLC
- After dropping off/ picking up your child, follow the driveway out of the complex and merge with the traffic exiting from the Gym/Cana Center carpool
- Exit the parking lot by turning RIGHT ONLY onto Village Creek Drive

St. James (Morning Drop-Off ONLY)

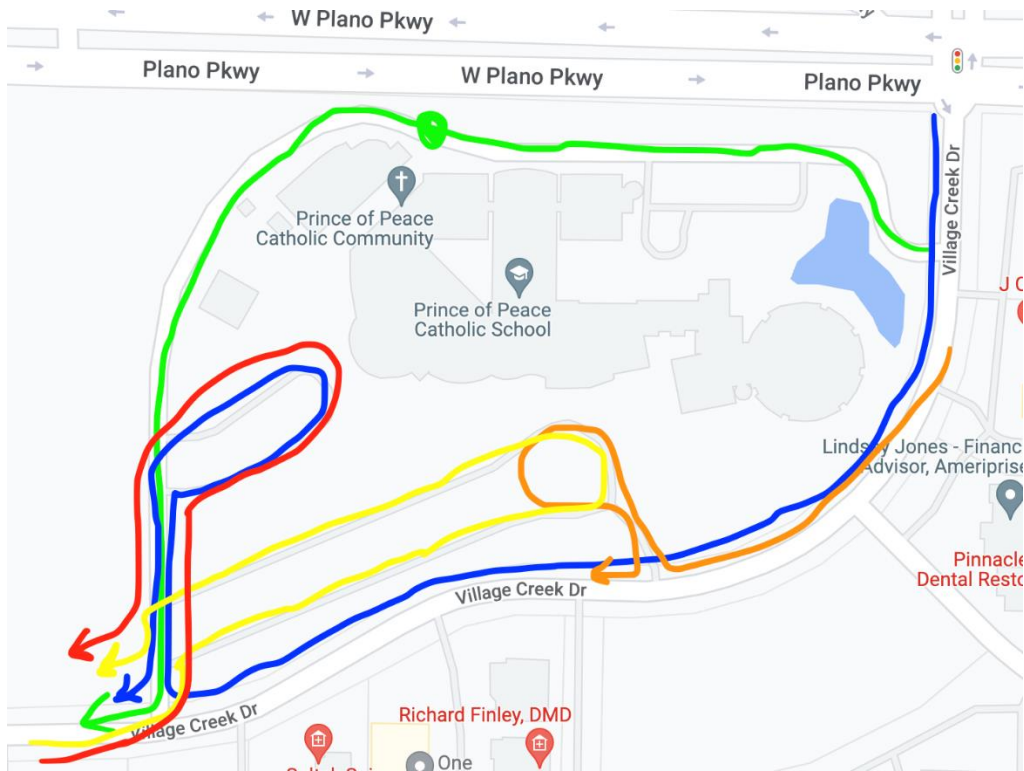
- Enter Village Creek Dr. from Plano Parkway
- Turn right at St. James Hall/St. Luke's Circle (Bell Tower)
- Depart by way of St. Luke's Circle, turning RIGHT ONLY onto Village Creek Dr.

Cana Center Drop-Off/ St. James 3:30 p.m. Pick-Up

- Enter Campbell Road (at Crème de la Crème) from Plano Parkway
- Turn left onto Village Creek Drive
- Turn LEFT into the school entrance between the baseball field and the school marquee
- **Cana carpool** files through Cana parking lot and drops-off/picks-up near the entrance leading into the Gym/Cana Center, **St. James carpool** files through St. James.
- Follow the flow of traffic headed back toward Village Creek Dr.
- Exit the parking lot by turning RIGHT ONLY onto Village Creek Dr. (Police Officer will be present)

Cana Center 3:00 p.m. Pick-Up (Previously run through St. James)

- Enter Village Creek Dr. from Plano Parkway
- Turn RIGHT into the school entrance between the baseball field and the school marquee
- **Cana carpool** files through Cana parking lot and picks-up near the entrance leading into the Gym/Cana Center.
- Follow the flow of traffic headed back toward Village Creek Dr.
- Exit the parking lot by turning RIGHT ONLY onto Village Creek Dr.



Morning Drop-Off	Carpool Color Line	Afternoon Pick-Up
CLC students with siblings in any grade drop-off at the CLC starting at 7:30 a.m.	Green	3:00 p.m. pick-up at the CLC for CLC & Kinder (where Kinder is the oldest child) AND 3:30 p.m. dismissal & pick-up for 8 th grade only student at the CLC.
K-2 nd grade drop-off at St. James starting at 7:20 a.m.	Orange	
3 rd - 8 th grade drop-off at the Cana Center begins at 7:30 a.m.	Red	3:30 p.m. pick-up at Cana Center for 4 th - 7 th grade only.
	Blue	3:00 p.m. dismissal & pick-up at Cana Center for K-3 rd only.
	Yellow	3:30 p.m. dismissal & pick-up at St. James. K-8 th mixed (4 th - 8 th grade students with younger K-3 rd siblings).