



HPCS Carpool 101

For the safety of all our students, as well as family members and visitors please review the following reminders regarding the drop-off and pick-up of your children at HPCS. Please refer to the map on the back of this page.

General Parking at HPCS

- The driveway directly in front of the school (A) is designated as a fire lane for both the church and school. This may be used to drop-off and pick-up your children *during the day*, but do not leave your car unattended in this lane. Madison Police monitor this from time to time and will ticket and/or tow cars in violation. If you need to come into the school, please park in appropriate parking areas as described below.
- Parents may park in (D) at any time and parking area (B) is only allowed in the morning until 8:30am to accommodate student drop-off. The orange parking cones and flags restrict vehicle access to this and other areas behind the school during regular school hours.
- Parents may park in (D) at any time during the school day.
- For the safety of all, please use the crosswalk when parked in parking area (D). The speed bumps in the front driveway are placed to ensure that cars are going the slowest at these crosswalks.

AM Drop-Off

- Parents should use the driveway directly in front of the school (A). Students may be dropped off in the morning at either Door #2 (south/front facing) or Door #3 (north/rear facing). Parents should not leave their car unattended in the driveway under any circumstance.
- Students arriving before 7:50am must wait between the interior and exterior doors of either Door #2 or Door #3 until the first bell rings. The first bell rings at 7:50am, a warning bell rings at 7:55am and the tardy bell rings at 8:00am.
- Students arriving after 8:00am must use the main school entrance and stop by the office for a tardy slip.

PM Pick-Up

- School is dismissed at 3:23pm. Teachers will bring students to the carpool pick up area. Preschool will be in area (C) and K-8th will be in area (B). Parents may park in (D) to come in to pick up their students or get in the carpool pick-up line. If your middle school student is not ready, park in area (D) while you wait.
- To access the carpool pick-up line, enter the church/school property at the far-east entrance off Old Sauk Road and enter the parking lot on the far-east side of the church building. Traffic will wrap behind the building.
- For the safety of our students, we strongly encourage all parents/caretakers to make contact with teachers when picking up their children; this ensures the teacher knows the student has not left the school unsupervised.
- Remain in your car while in carpool line. Teachers will assist getting your children into the car. Please take some time to teach your children how to buckle themselves into car seats-this will help the process go faster.
- While we encourage you to talk with teachers about your students, please do not do this in the carpool line outside of a cheery "hello".
- ALL STUDENTS MUST BE PICKED UP FROM THE SCHOOL BY 3:40 pm. STUDENTS WILL NOT BE SUPERVISED PAST THIS TIME, AND LATE FEES MAY BE ASSESSED.

Thank you in advance for your help with keeping drop-off and pick-up moving smoothly!



Transportation Diagram and Pick-Up Procedures

