



Legacy Academy Carpool Information
2016/2017

Legacy Academy uses a program called DriveLine to assist with afternoon student release. This system requires that each family be assigned a unique carpool number. The carpool number is needed to pick up your children from school, either inside the building or in the carpool lane. You will be given a sign with your number for each of your vehicles. Please put this number sign in the right, upper part of your front car window. If you pick up students from other families, you will need to display their number/sign as well.

We will only allow people who are on your child's registration sheet/carpool to pick up your child. Please contact the school office if your child will be going home with anyone other than those listed in Infinite Campus. Before our staff releases your student(s) to someone who has not been included as an alternate/emergency contact, we will need their name(s) and they will need to be prepared to show ID. We will also not let your child go home with another student without your prior permission and generally will not allow students make calls to make last minute changes.

Elementary carpool (green sign) is directed to the front of the building and will use the driveway on Legacy Loop to enter the school's north (front) parking area. Middle School carpool (red sign) is directed to the back of the building and will use the driveway on Legacy Trail to enter the school's east parking area (see map and instructions on back). Families are also welcome to park in an available parking space to come into the building for student pick up. Parking is available in the spaces at the front (north side) of our building or in the dirt parking lot at the east end of the school.

Carpool begins at 3:15pm each day and runs until 3:30pm. If possible, we ask that you plan to arrive at the school for afternoon pick up no earlier than 3:15pm. If you are able to delay your arrival time until 3:20 or 3:25 it will help us to avoid creating a long line of cars along the shoulder on Legacy Loop and onto Hwy 86.

Please note that our carpool does not begin until 3:15 pm, and ends at 3:30 pm each school day. We ask that ALL students are picked up by 3:30 pm, unless they are staying after school for tutorials, athletics, clubs, or are enrolled in Legacy Academy's after care program. Students who are consistently not picked up by 3:30 will be sent to the after care program for supervision and parents will incur charges for the amount of time that their students are present in after care. If you desire additional information about the Legacy Academy Before & After Care program, please visit our website and click on 'about us' to find the Before & After Care page.

During afternoon carpool, one of our staff members will be outside looking for your family's number. They will enter it into their iPad or mobile phone which is connected to the school's DriveLine account. Your child(ren) will see their number and name on the screen in their classroom and will be released after their name appears. As you drive forward through the carpool line, your student(s) should be preparing to meet you in the pickup area. **Please follow instructions from Legacy's Staff members and be very cautious while navigating through the carpool lanes. The safety of all of our students is our main concern.** If you choose to pick up your child(ren) inside the building, you will need to be prepared to enter your child(ren)'s carpool number on the iPad at the front desk in the main office. The number will be displayed in their classroom in a different color to indicate that your student(s) should meet you in the main entrance lobby instead of exiting the building to the pick up areas.

Please DO NOT get out of your car if you are in the carpool lane, and do not park in carpool lanes. Legacy Staff will be outside to assist your child(ren) in the pick up areas. It is imperative that the carpool line moves safely and smoothly and we ask for your patience and extreme caution while you navigate through our driveways, parking lots, and pick up areas.

In the morning, students may be dropped off at the school no earlier than 7:30 am. Beginning at 7:30, elementary students will wait in the cafeteria for their teacher (teachers will pick up their classes at about 7:55). Middle school and 5th grade students will sit in the gym until 7:50 when 6th - 8th grades will be released to go to their lockers and classrooms (5th grade will be released at approximately 7:55 to go to their classrooms). If you need to bring your student(s) to the school before 7:30 am, they must be enrolled in the before care program. Legacy Academy does not have staff members on duty to supervise students, outside of the before care program, before 7:30 am.

Our staff asks that parents refrain from meeting with teachers between 7:30 am and 8:00 am. Please do not walk down to the classrooms in the mornings to attempt to meet with teachers or to accompany your student(s) to their class. It is important for our teachers to have adequate time to prepare for their students and it is imperative that we avoid creating delays for the school's morning routines. If you have something urgent to communicate, please leave a message with the front office and we will deliver it. You may also email the teacher with your message or to request a more appropriate time to visit with them in person. Email addresses for all of our staff members may be found on our website (www.legacyk8.org) under "About Us".

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Carpool Instructions:

- Elementary Students (Green Loop - front/north entrance)
 - Use the north (front) driveway to enter the carpool loop
 - DO NOT stop in or block the main driveway
 - no stopping between the front parking lot and Legacy Loop
 - A Legacy Academy staff member will be near the driveway entrance to look for your carpool number
 - Keep the passenger side doors along the curb/sidewalk as cars move through in a counterclockwise direction
 - Students will meet your vehicle in the pick up area - along the sidewalk in front of the building
 - Pick up area begins after the crosswalk and extends just past the east end of the building
 - If you will be heading east on Legacy Loop, please exit through the north (front) driveway
 - Note - drivers may not turn left when using the north (front) driveway...right turns ONLY
 - If you wish to drive west on Legacy Loop, please enter the east parking area and use the east driveway to turn left (north) onto Legacy Trail. At the stop sign (Legacy Trail & Legacy Loop) you may turn either left or right onto Legacy Loop.

- Middle School Students (Red Loop - side/east entrance)
 - Use the east (side) driveway to enter the back carpool loop
 - DO NOT stop in or block the driveway
 - A Legacy Academy staff member will be near the driveway entrance to look for your carpool number
 - Turn right (north) into the gravel parking area and follow the parking area loop until it meets the sidewalk on the east end of the building.
 - Keep the passenger side doors along the curb/sidewalk as cars move through in a counterclockwise direction
 - Students will meet your vehicle in the pick up area - along the sidewalk or in the paved area behind the building (southeast)
 - Pick up area begins at the sidewalk along the gravel parking lot and extends to the end of the sidewalk along the hill at the south end of the property (see map)
 - Please use the east driveway to turn left (north) onto Legacy Trail. At the stop sign (Legacy Trail & Legacy Loop) you may turn either left or right onto Legacy Loop.

- Residents of Wild Pointe
 - You may turn left into the east (side) driveway to access either carpool loop
 - You may exit by turning right (south) onto Legacy Trail or right (east) onto Legacy Loop

- Families with both middle school and elementary students
 - Please choose one of the carpool loops and stay with your choice
 - Do not switch back and forth between the two

