



CARPOOL GUIDE

CARPOOL NAMEPLATE

Each family will receive three carpool nameplates so vehicles can be easily identified and directed during drop-off and pick-up times to move quickly through carpool. If you need any additional carpool nameplates, please contact the receptionist at **713.681.8300 ext. 8910** or receptionist@thefayschool.org.

SECURITY STICKERS

Each family will receive three security stickers. We ask all cars that will be regularly visiting campus for carpool to place this on the front, driver's side window. This allows our security guard to identify the car as a Fay approved vehicle.

CARPOOLS & AUTHORIZED TRANSPORTERS

Please be sure to include all persons who will be transporting your child on your authorized transporter list, found in My Portal. Everyone on this list will be authorized to pick up your child from school without the need to contact parents.

GENERAL RULES OF THE ROAD

- Cell phone use is not permitted during carpool.
- Use your turn signal when changing lanes or when entering and exiting the property to assist the Officer on duty in directing traffic.
- Please do not block the sidewalk when entering or exiting the school.
- Be mindful that employees are unavailable to answer questions about your child during carpool.
- Be sure not to park where you will be blocking a lane of traffic.

MORNING CARPOOL REMINDERS

- Drop off your child(ren) in their designated drop-off area.
- Remain in your car and a staff member will assist with your child's passenger side exit from the vehicle.
- If your child arrives late to school, please park and take your child directly to the Fay House. A member of the Operations Team will escort your child(ren) to their class.

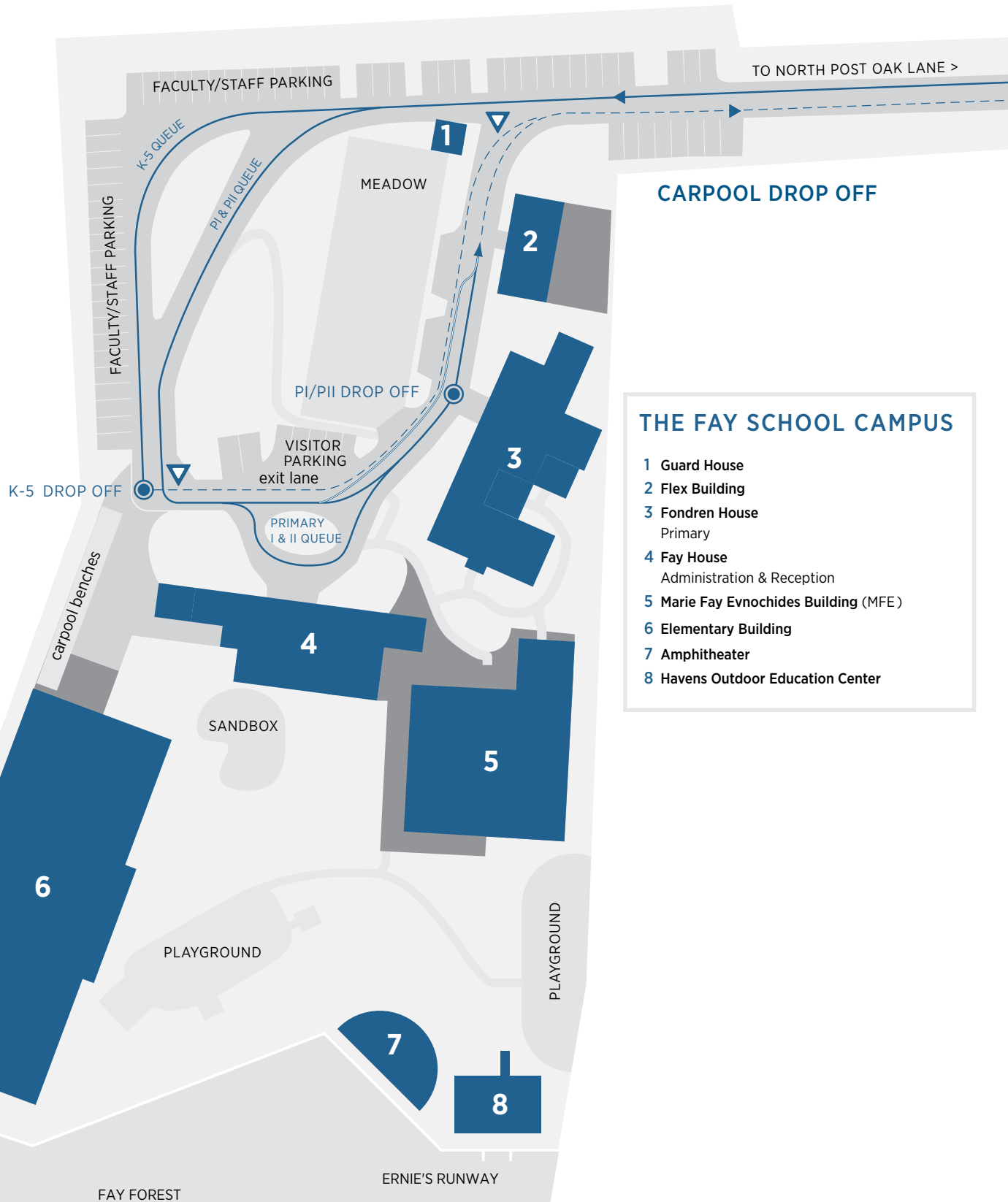
AFTERNOON CARPOOL REMINDERS

- Lower and Upper Elementary carpool parents are requested to **queue no earlier than 2:50pm** on North Post Oak Lane to allow for Primary carpool to complete.
- Siblings will be paired together to be picked up at the older sibling's carpool location.

EARLY PICKUP

Please e-mail your child's lead teacher and the receptionist, at receptionist@thefayschool.org, so that we have advance notice on early departures to help facilitate getting your child from class. You must sign your student out in the front office of the Fay House.

MORNING DROPOFF | PRIMARY & K-5

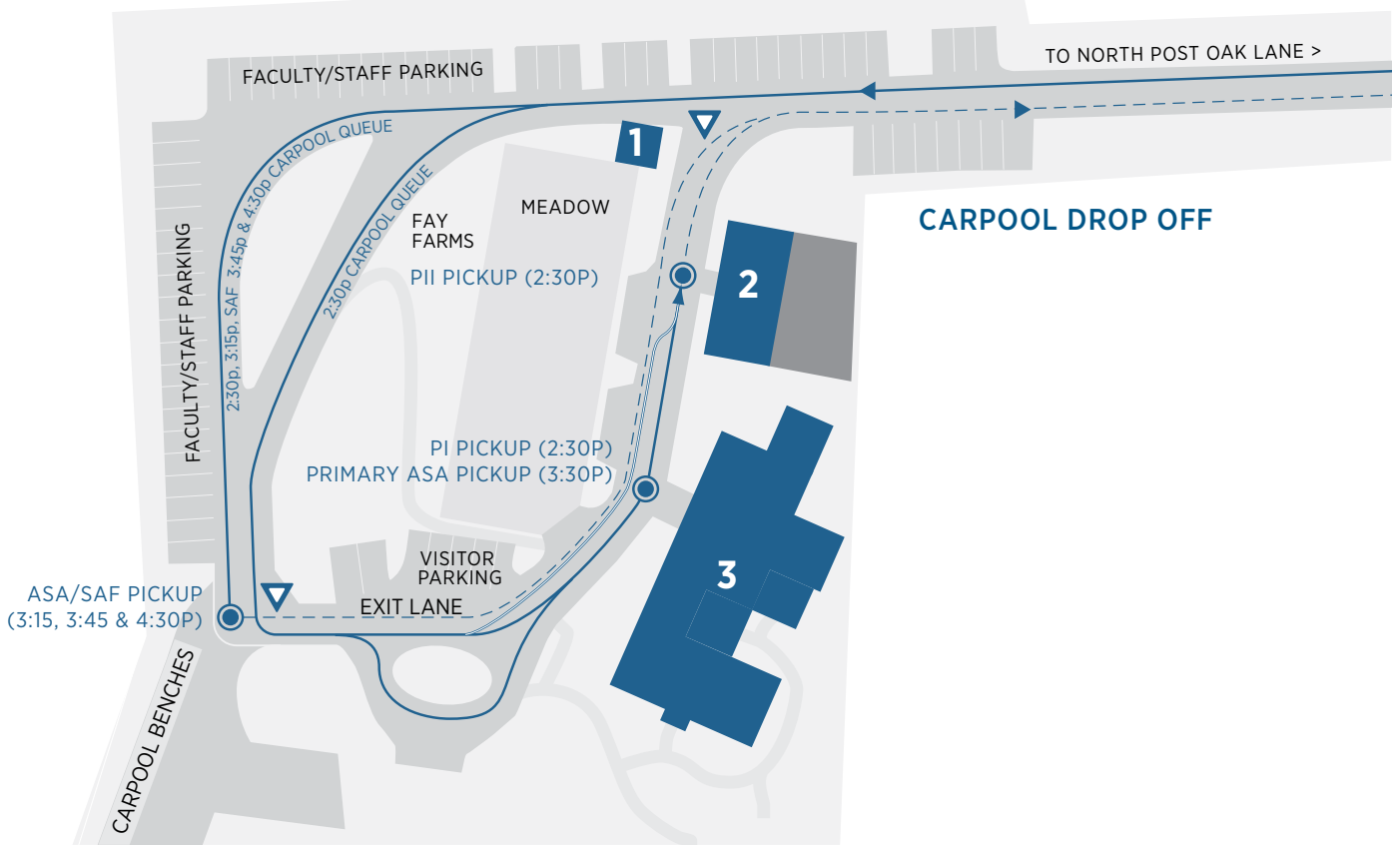


CARPOOL DROP OFF

THE FAY SCHOOL CAMPUS

- 1 Guard House
- 2 Flex Building
- 3 Fondren House
Primary
- 4 Fay House
Administration & Reception
- 5 Marie Fay Evnochides Building (MFE)
- 6 Elementary Building
- 7 Amphitheater
- 8 Havens Outdoor Education Center

AFTERNOON PICKUP | PRIMARY



AFTERNOON PICKUP | KINDERGARTEN - FIFTH GRADE

