

There are 6 visitor spots next to the main office to be used by parents and visitors as they conduct school business. FOR ALL DAILY DROP OFF/PICK UP, parents must remain in vehicles and proceed through CARPOOL. All other parking is on East Millbrook Middle School's campus.

Capital Blvd.



Spring Forest Rd. Entrance/Exit

#### **AM/PM Carpool Procedures: Parents**

- All vehicles entering the campus will stop at (Stop #1)
- Staff will direct cars to the OUTSIDE CARPOOL Lane/buses to the INSIDE BUS Lane
- Remain in your lane until directed otherwise by staff
- Proceed past the main office and buildings 3 and 5 in your lane
- Be prepared to STOP at the pedestrian crossing (Stop #2) at the rear of the campus
- Past the Bus Unloading area, staff will direct you to stop (Stop #3)
- As directed by staff proceed to change to the INSIDE LANE for carpool unloading/loading
- Buses will be directed to stop (STOP #3), then proceed to the OUTSIDE LANE to exit the campus
- Cars will stop in the loading zone designated by staff
- Students will unload/load on the PASSENGER SIDE OF VEHICLES ONLY!
- Students will be supervised as they walk on sidewalks into their building
- Cars and buses will depart the campus at Stop #4 as directed by staff