



HFS MORNING CARPOOL CHAPERONE DUTIES

Chaperones must be compliant with the three-fold Safe Environment requirements signed guidelines, current VIRTUS certificate, and LiveScan fingerprint on file.

- Arrive no later than 7:30 am
 - Sign into the Carpool Duty notebook.
 - Place the cones around to direct traffic in a circle around and out of the parking lot.
 - Position yourselves so that you are spaced out evenly about a cars length apart and direct traffic to drive all the way through to the first available parent and so forth.
 - Open the car door, greet the children and help them with their lunches, bookbags, large art projects, etc.
 - Look for any kindergarteners and if one is spotted, ask the driver if the child would like a 5th grade guardian. If so, call the 5th grader to assist.
 - Please do not use your cell phone during carpool duty. If you must look at a text or answer a phone call, please step out of your position and ask the next parent down the line to fill in.
-
- Carpool duty lasts until 8:00am-ish, or when the last bell rings and all students are in class, whichever is later.
 - Pick up and put the cones away.
 - Don't forget to record your hour of volunteer duty in Gradelink. You earned it! The 30 minutes of carpool duty counts for 1 hour towards your volunteer time.

Thank you for your service!!