

School Year 2024-25
WEST CARPOOL LOT REGISTRATION FORM

In order to have the privilege of using the West Carpool Lot, you must be picking up or dropping off 4 or more Challenge School students, in the morning and afternoon, 5 days per week. Any violation of these rules will result in the loss of your privilege to use the West Lot.

Complete this form, turn in to the Security Guard, and they will issue passes to eligible drivers.

Provide a list of all drivers in your carpool, their contact information, and all the student passengers in your carpool. Notify the Security Guard at 720-747-2167 any time there are changes to your carpool.

Afternoon pick-up rules: In the event that a driver is delayed in picking up students in the West Lot beyond 3:15 pm, the students will be required to go to the front office to wait and the driver must park, go inside, and sign out the students. Students will not be allowed to wait in the lot beyond 3:15 pm.

Also, attached to this form you will find copies of the West Carpool Lot Rules. Each driver should read and **keep a copy for reference**, then initial below to confirm they understand the procedures. The Security Guard will then issue each driver their assigned West Carpool Lot Pass. Display it in your windshield **ON THE PASSENGER SIDE**. If you have questions, please contact The Security Guard at 720-747-2167.

In cases of school day emergencies, i.e. "Controlled Release," (students must be signed out in order to leave the building) your carpool driver(s) MUST be listed as persons allowed to pick up your student(s) within your child's PowerSchool account. Children WILL NOT BE RELEASED to carpool drivers unless they are listed as allowable pick up persons in POWERSCHOOL. Add these drivers to your allowable pick up persons within your online Parent Forms if you wish for them to pick up your students during various school day emergency situations.

Carpool main contact person: _____

Drivers

1. _____ email _____ cell _____ home _____ x _____
initials*
[First name] [Last name]
2. _____ email _____ cell _____ home _____ x _____ initials*
3. _____ email _____ cell _____ home _____ x _____ initials*
4. _____ email _____ cell _____ home _____ x _____ initials*
5. _____ email _____ cell _____ home _____ x _____ initials*
6. _____ email _____ cell _____ home _____ x _____ initials*
7. _____ email _____ cell _____ home _____ x _____ initials*
8. _____ email _____ cell _____ home _____ x _____ initials*

* By initialing you agree that you have read and understand the West Carpool Lot Rules

Names of Challenge students in carpool:

1. _____ Grade _____ 5. _____ Grade _____
[First name] [Last name]
2. _____ Grade _____ 6. _____ Grade _____
3. _____ Grade _____
4. _____ Grade _____

Challenge School WEST CARPOOL LOT RULES School Year 2024-2025
Copy for _____ family (1)

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Rules for use of the West Carpool Lot:

- Follow the directions of Staff Members
- Drivers with 4 or more Challenge School students, in the morning and afternoon, 5 days per week may use the West Carpool lot.
- After submitting your West Carpool Lot Registration for your carpool, each driver will be issued a pass. Display the pass in the car windshield ON THE PASSENGER SIDE at all times.
- Loading or unloading of students-- Must be done ONLY while parked along the red curb OR while parked in a parking space. Do not stop in the middle of the traffic lane to pick up or unload students.
- Pull close to the red curb. Do not block the through traffic.
- In the morning, if the bus has not arrived yet, do not block the bus driver's ability to turn the corner to park the bus along the north curb. Stay at least 3 car lengths back from the corner along the east curb.
- Fill in the space toward the car in front of you.
- Getting into the trunk is OK along the curb, as long as you keep moving within a reasonable amount of time.
- If the car in front of you moves away, pull up to allow other cars to use the curb.
- Do not EVER leave your car while parked along the red curb. You must remain in the driver's seat. This is a FIRE LANE. It should be treated no differently than a fire lane at a shopping mall. We are allowed to use these fire lanes ONLY for loading and unloading at the beginning and the end of the school day.
- If you park in one of the spaces, please walk your children across traffic to the sidewalk or to the car.

Thank you for your cooperation.

Challenge School WEST CARPOOL LOT RULES School Year 2024-25
Copy for _____ family (2)

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