

Dear Car-Pool Parent,

Attached is your new car pool number. You – or whomever is picking up your child(ren) – will need this number. These are color coded so we ask if you make duplicates for other cars/drivers, you also use the same color paper you have been given. Or you may contact Mrs. Halko at office@aspennacademymn.org and ask to have a new number reprinted. If you make your own, numbers need to be **BOLD and BLACK** so they can be easily seen.

Carpool pick-up times have been arranged according to the number of students riding in that vehicle. Cars transporting larger numbers of students have earlier pick-up times. All students will remain in their classroom until their assigned time. We ask that parents (or those picking-up) wait until the appropriate time to arrive because their child will NOT have been sent down yet. **If you do arrive early, you will be asked to exit the line.** For extenuating circumstances, please contact Mrs. Halko at 952.226.5940 or office@aspennacademymn.org prior to 2:00 pm to make arrangements.

	Full Day	Early Release
Buses arrive, load, and leave	3:15 – 3:30	11:45-12:05
400s (green)	3:35	12:05
300s (pink)	3:40	12:10
200s (yellow)	3:40	12:10
199> (orange)	3:45	12:15

It is our goal to help students get home as quickly as possible. Please be patient as the first couple of weeks take a bit to work out all of the kinks for the new year and get on schedule. The process works well when everyone follows it, so thank you for doing your part to follow the process!