CARLINE PROCEDURE

MORNING STUDENT DROP-OFF: Front of school in the semi-circle drop off area. Students may not enter the school until 8:45 a.m. and must wait in the cafeteria for the first bell at 8:55 a.m. Parents are not to bypass the carline and park and walk their child into the school.

AFTERNOON STUDENT PICK-UP: Carline dismissal starts at 3:20 pm. Students will be picked up at the back of the school in the REAR PARKING LOT. Children will only be dismissed to your car in the carline - not to a car in the parking lot.

- **If there is a change in who is picking up your child, you MUST call the office by 2:30 p.m.**
- **Car tags will be given to you by the office. Car tags MUST be in your car at pick up time and be visible to the staff. Please hang the tag from the passenger side visor.**
- **We have 5 "loading" areas for students, each with a number 1 - 5. If you are the first car in the line, please pull up to the Number 1 position so other cars can pull in behind you.**
- **Staff will look for your carline tag and call your child so he/she is at one of those loading areas when you pull up. All students should enter the vehicle on the passenger side to ensure their safety due to vehicles leaving the carline area.**
- **IMPORTANT! Please wait for all cars in the line to load and then follow the line of cars to exit the area.**
- **Please DO NOT pull out of the carline UNLESS you have been directed to do so by staff.**
- **You must be in your car in the carline to pick up your child. You cannot park your car and walk over to the carline and take your child.**

★ **If you need to buckle your child into a carseat and are having issues, you may pull over to one of the parking spaces to make it easier and to help us keep the carline moving.**

Thank you!