

# 2025-26 Student Drop-off and Pick-up Procedures

ArtSpace carline procedures have been developed with the safety and welfare of our students in mind, in collaboration with NCDOT and traffic engineers. Please ensure that student morning drop-off and afternoon pick-up runs smoothly by following the procedures outlined below.

## Morning Drop-Off

- Shuttle**- The shuttle will run twice each in the mornings and afternoons between Ingles and ArtSpace. Shuttle service is by sign up only and we will maintain a consistent roster of students for this service.
  - Shuttle times are set for 7:45am and 8:00am.
  - Families will meet the bus at the Ingles Parking in Swannanoa at designated times.
  - Families must sign up to participate in the shuttle program. Staff will not transport students who are not on the shuttle rosters.
  - Do not leave students unattended in the Ingles parking lot. Do not leave your student until they have safely boarded the bus.
- Carline** - Students (all grades) are dropped off in front of the school in the morning between 7:30 and 8:15am.
  - Do not drop off students prior to 7:30.
  - School begins at 8:15am. Students arriving after 8:15am are tardy and must be walked into school and signed in as tardy by an adult. Tardy students may not enter the school without an adult.
  - Students may not be dropped off anywhere except the front of the school.
  - Carline route:** Drivers are directed to turn off Hwy 70 onto Reger or Rowland Avenues, circle behind the school and approach the school on Sherwood Road.

**DO NOT TURN FROM HWY 70 ONTO SHERWOOD ROAD** to drop students off in the morning. There is no safe way for cars turning in from Hwy 70 to enter the school’s front parking lot while drop off or pick up is in process and a dangerous situation is created when traffic backs up on Hwy 70.

## Afternoon Pick-Up Procedures

- Shuttle**- There will be two shuttle times with the bus:
  - Bus shuttle will leave the school at 3:10pm and 3:30pm.
  - Parents will meet the bus at the Ingles Parking in Swannanoa at designated times.
  - Families must sign up to participate in the shuttle program. Staff will not transport students who are not on the shuttle rosters.
  - Families will be assigned a card that they must present to the staff on board in order to pick up their child from the bus drop-off.
  - Students not picked up will be transported back to ArtSpace and checked into the Encore program.
- Carline**- Each family will be given a plastic tag to hang on the rearview mirror of their vehicle. Please use a sharpie or marker to record the first name(s) and grade level(s) of your child or children. The tag helps facilitate an efficient dismissal. School dismissal runs 3:10pm - 3:35pm. Parents arriving before 3:10pm remain in their cars. Any students being picked up early must be signed out in the front office.
- Carline route is the same as the morning drop off.** Drivers are directed to circle around the school using Reger or Rowland Avenues and approach the school on Sherwood Road.
  - Do not turn from Hwy 70 onto Sherwood Road.
  - DO NOT BLOCK PRIVATE DRIVEWAYS** while waiting in the car line.
  - For safety, drivers must stay in one line until the last private driveway is passed. Staff will direct the creation of two lines at the rear of the school building. Drivers should not attempt to cut around cars in the car line and should not cross over the double yellow line.
- Students are dismissed from two locations:** the theater side door and the front dismissal door.
  - 5th through 8th grade students will exit from the theater side door near the rear of the building. Staff will be directing traffic. At the start of the school’s sidewalk, drivers picking up at the theater should pull to the curb and to allow a second line of drivers picking up in the front to form. Once students have been picked up, drivers will pull back onto Sherwood and go straight to the Hwy 70 intersection. Drivers picking up at the theater do not continue to the front of the school.
  - Kindergarten through 4th grade students will exit from the front of the school. Drivers will stay on Sherwood and pull forward as instructed by the staff members directing the line.
  - Drivers picking up from both grade spans will pick up all their riders in the front of the school. In this case, the older students will be sent to the front of the school to be dismissed with younger students.

See next page for labeled maps.

**Morning Drop Off**  
*Carline Driving Route - Student drop off location identified with red star*



**Afternoon Pick-up**  
*Same driving route to approach school (as shown above). Note different pick up locations based on grades.  
Traffic control staff (in red vests) will be directing traffic and collecting/calling student names. Do not block neighbors driveways.*

