

# Car Line Procedures for student drop-off and pick-up



## 3 Priorities

1. Place sign on your dashboard on the passenger side so staff may see your child's name.
2. Create two lines in the middle lane – this keeps the line from trailing out onto the street. Please be courteous and alternate cars to enter campus and go around the curve.
3. Please model patience and kindness as we safely dismiss hundreds of children.

## Additional information

- **You must have a carline sign for student pick-up** displayed on your dashboard, passenger side, clearly noting names and grades of children you are picking up. Signs are free and may be picked up at front desk at Meet the Teacher or in the first days of school.
- **After loading, please turn over your carline sign and leave it in the front window.** This signals that your students are loaded, and you are ready to move forward when possible to exit. If your child(ren) have not arrived over a period of time, you may be asked by school staff to park, or exit and circle back to the school's entrance to re-enter, as we call again for your child and keep traffic from backing up into neighborhood streets.
- **Drop off and pick up students only in the lane closest to the school,** not in thru lanes, off campus, or by the gym. The Boone parking lot is not a pick up location for safety reasons.
- **Arrive at carline for pickup at the designated time.** Early arrivers to the front of carline will be sent with other cars to exit, circle around until the designated time and then re-enter back at the front entrance. If you happen to arrive too early, please pull into an empty parking space in the last/third row only (the row furthest from the school building) and pull back into the carline at appropriate time. Please do not exit vehicle, walk to the line and walk your child back to the car. This creates unsafe situations walking through the parking lot.
- **Students should proceed directly to their carline waiting area after their last class.** If your child is not present when a final call is made for them at the front of the carline, you will be asked to circle back around and re-enter the carline.
- **If you must pick up your child early for any reason,** please park in a parking space. Early pick up of your child should be done prior to 2:30 (1:30 Wed).
- **If your child must stay after school for any reason,** plan your pick-up with your student(s) accordingly, in advance when possible.
- **Please discuss with your child the importance of good behavior** while waiting to be picked up, and the importance of listening for names to be called.

**Cell phones should not be used while in the carline during drop off and pick up.**

**Thank you for your cooperation to make Drop-off and Pick-up in the carline area safe and efficient!**