



Saraland Early Education Center Carline Procedures

Morning Drop Off (7:30-7:55 am)

- Parents should circle the building and be directed to one of the unloading zones.
- Once circling the building, students should unbuckle the seat belt and gather belongings. Students should have everything they need to exit the car before pulling into a loading zone.
- Parents should stay in the car at all times.
- Make sure your child is sitting on the driver's side so he/she can exit the car easily.
- An adult will assist your child from the car and direct them into the building.
- Your child will then walk up the sidewalk and into the building.
- Additional staff members are stationed inside the building throughout the hallways.
- Students may not be dropped off once teachers enter the building. At 7:55, parents must accompany students to the office to sign in their student.

Afternoon Pickup (2:45-3:15 pm)

- Do not line up for carline before 2:15 each afternoon. Cars arriving on campus before 2:15 will be directed to a parking space and will go to the end of the carline.
- Please put your cell phone away while you are moving through the carline.
- Have the car rider hangtag displayed in your rear-view mirror.
- You will circle the building and be directed to a loading zone.
- A staff member will announce your child's name and direct you to a loading zone.
- Your child will meet you at the loading zone where your student is located.
- Parents need to stay in the car.
- An adult will assist your child into the driver's side of the car.
- If you wish to buckle your child in, you may pull into the parking lot to do so.
- Do not go around a car in the line unless directed to do so by an SEEC staff member.
- Remember that your child will be getting into the car on the driver's side.

Parents may not park to drop off or pick up students. All parents must go through carline.