



# Creative Inspiration Journey School of St. Cloud

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2024-2025 CARLINE  
PICKUP PROCEDURES



# Task, Conditions & Standard

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**Task:** Conduct a safe, organized, and deliberate dismissal process utilizing a standard dismissal carline.

**Conditions:** Given highly motivated staff, unruly students, and usually less than optimal weather conditions.

**Standard:** Safely dismiss all students within 30 minutes.



# Motivator

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“The success of the plan fully-depends on the proper function of the internal system and the students being organized and ready.”

**- Sr Civil Engineer & Parent at CIJS**



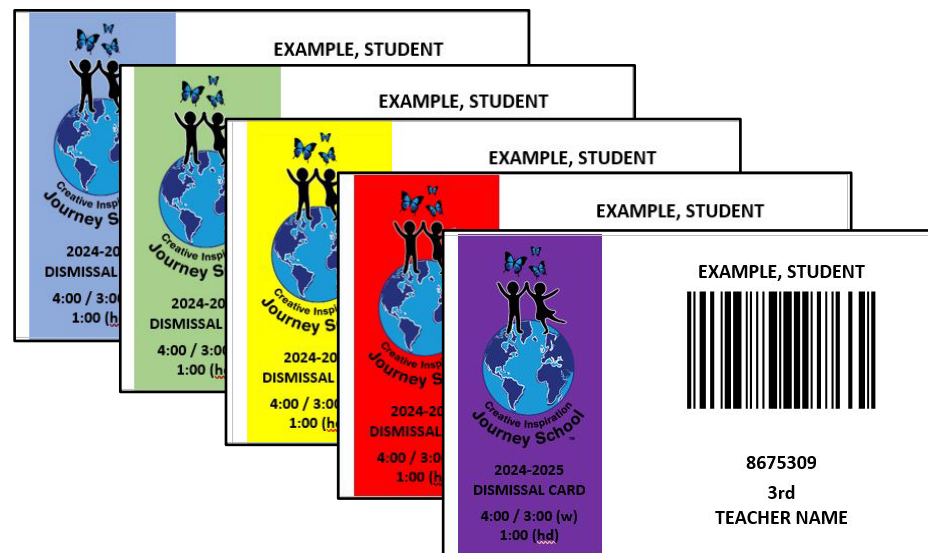
# Key Points

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- **“Dismissal Zone Times” no longer exist.** Dismissal for ALL students will begin at 4:00pm (M,T,TH,F), 3:00pm (W), and 2:00pm (Half Days)
- Pick-up card scanning will begin at 3:40pm (M,T,TH,F), 2:40pm (W), and 1:40pm (Half Days)
- Students will have 3-5 minutes to report to their cone
- All students in the same family will be assigned the same “Pick-up Zone” color
- Pick-up cones will match the color of the family’s assigned zone
- CIJS Staff will be positioned at all key/numbered positions
- Vehicles will be allotted 60 seconds at the pick-up zone (traffic dependent). If their students have not yet arrived at their assigned zone, they will be required to circle the building and reenter the pick-up zone. CIJS SRO / SCPD and Staff will reinforce

# Family Identification

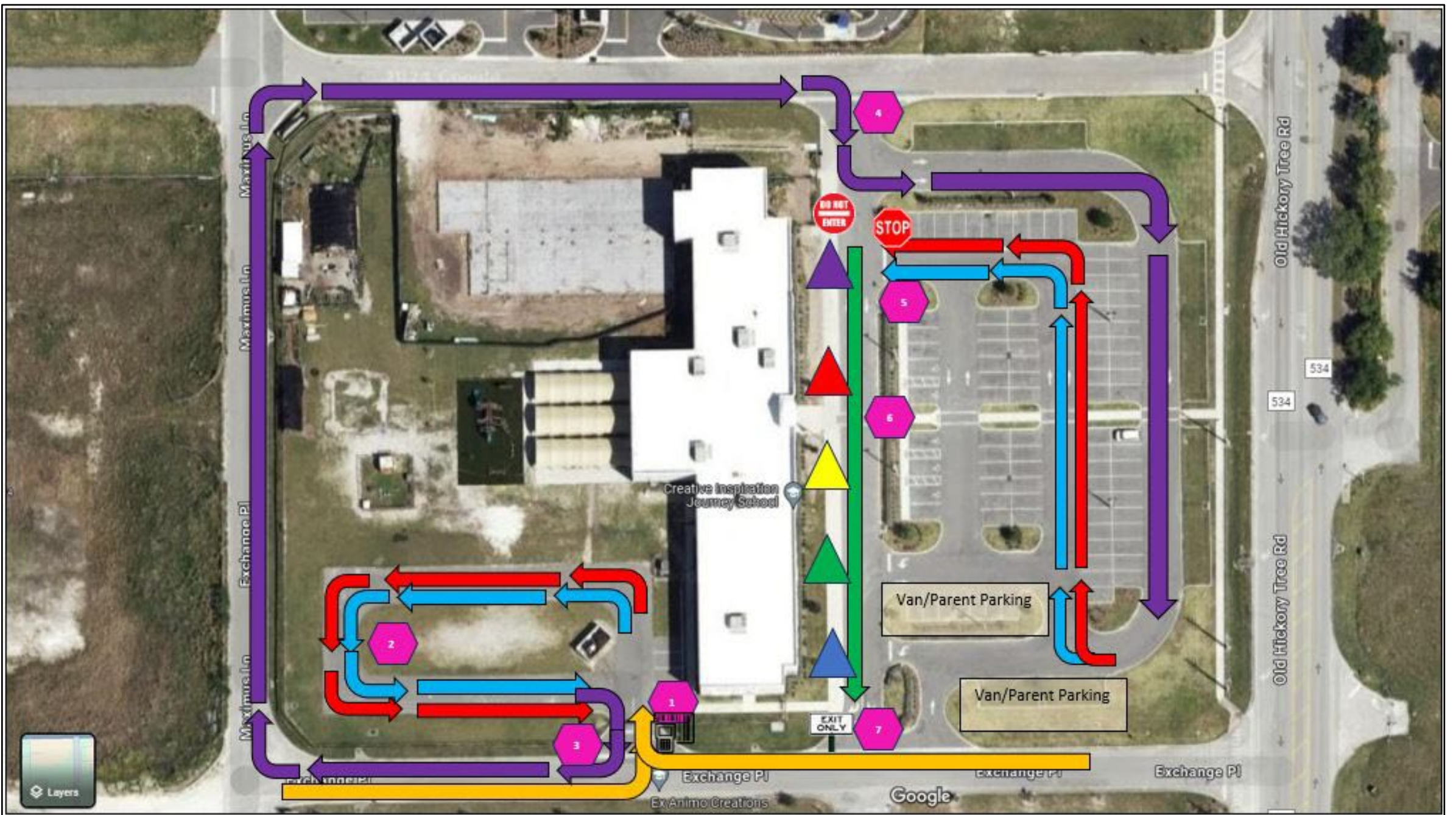
- 3 x Family Dismissal Tags
- 1 x Teacher Dismissal Tag



- 3 x Family Car Placards



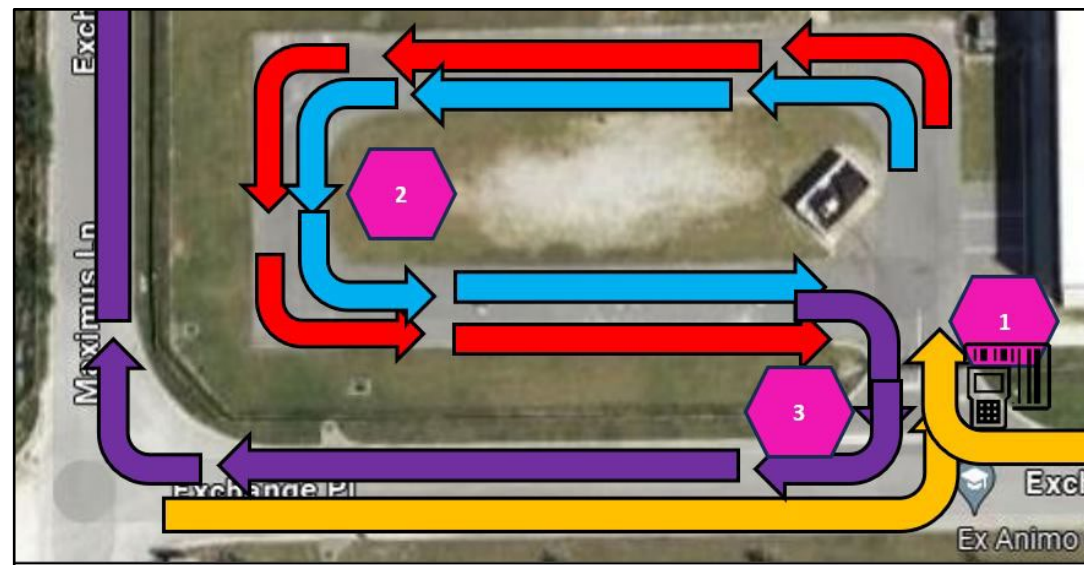




# Duties & Responsibilities

## • Checkpoint 1:

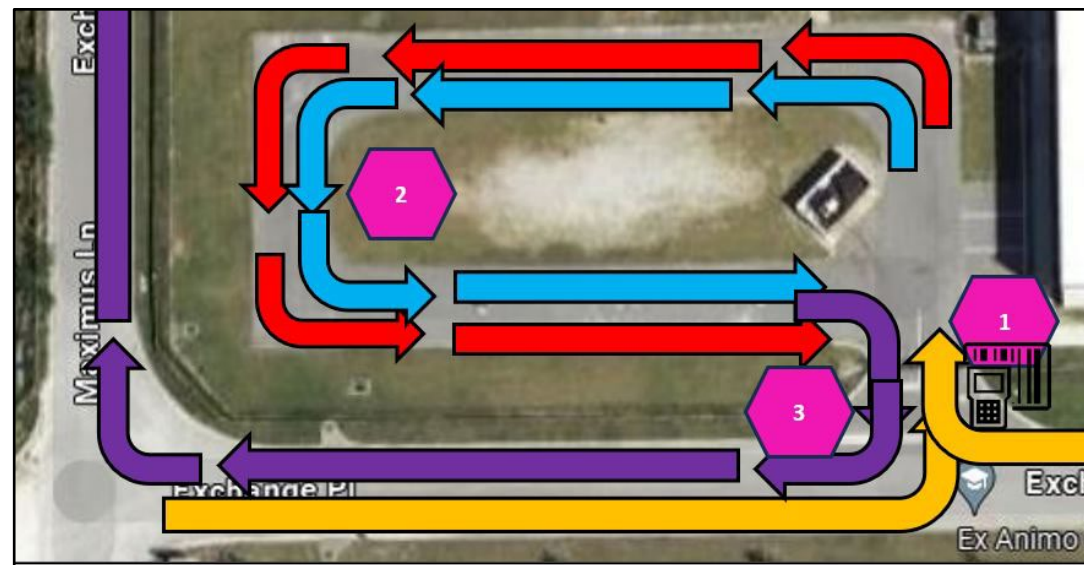
- Scanning begins at 3:40 / 2:40 (w) / 1:40 (hd)
- Vehicles must have dismissal cards
- Vehicles must have placards (driver's side)
- Send parents to front if they are missing their tags
- DO NOT manually enter numbers from pictures – they must report to the front office for a temporary tag with the current date
- Confiscate any/all office temporary tags
- Temporarily place paper under driver's side windshield wiper (1<sup>st</sup> month)





# Duties & Responsibilities

- Checkpoint 2:
  - Stage vehicles in two lanes
  - Release vehicles (alternating) at 3:50 / 2:50 (w) / 1:50 (hd)
- Checkpoint 3:
  - Open gate at 3:40 / 2:40 (w) / 1:40 (hd)
  - Traffic control in/out of back lot
  - Vehicles may enter from west or east
  - Vehicles must exit west and circle the building

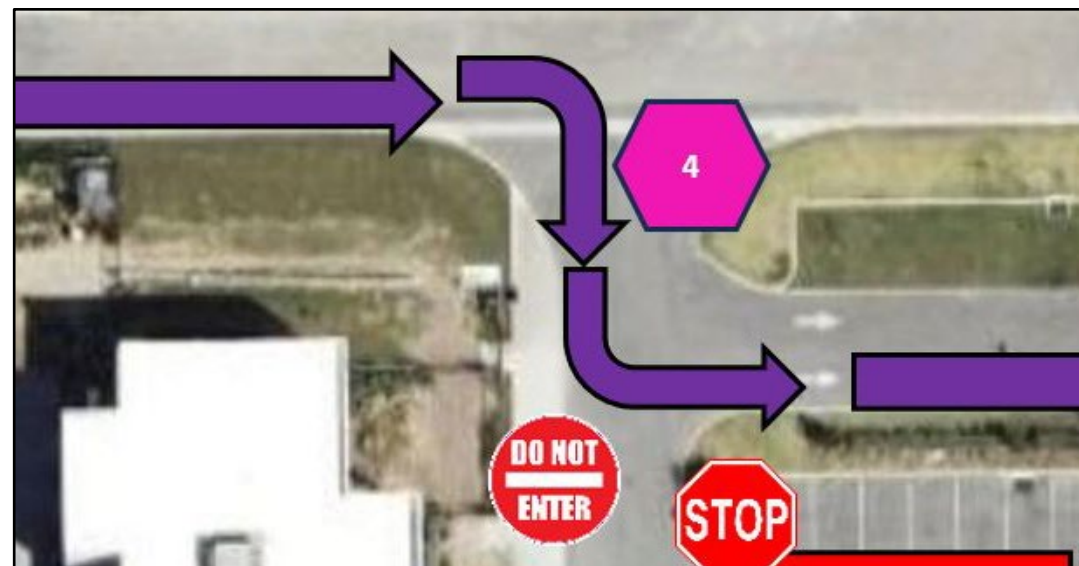




# Duties & Responsibilities

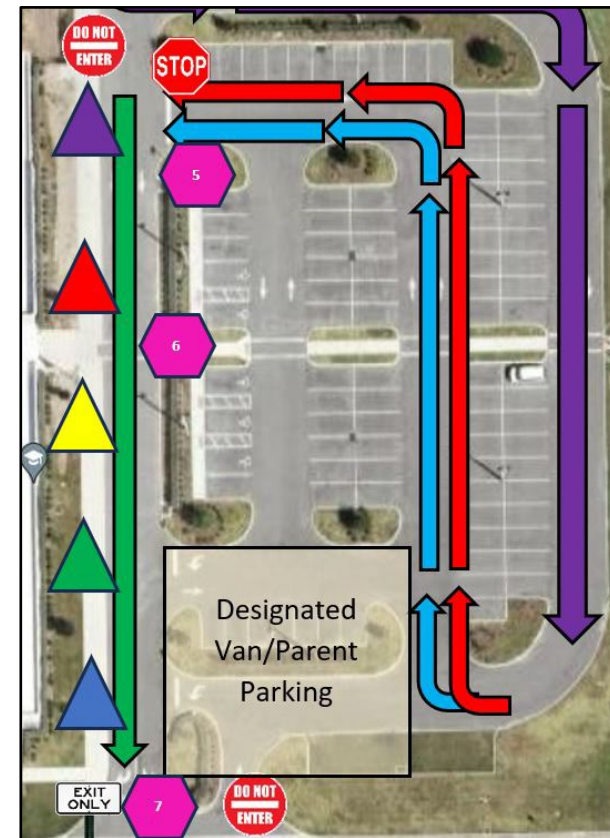
## • Checkpoint 4:

- Vehicles should only enter from the west if they are entering the carline
- If vehicle is picking up a VPK student, they must present a pink dismissal card, park, and report to the pickup location
- Remove temporary pass from under windshield wiper (1<sup>st</sup> month)
- No temporary pass, no entry
- Direct vehicles to form 2 lines as they do during morning drop off



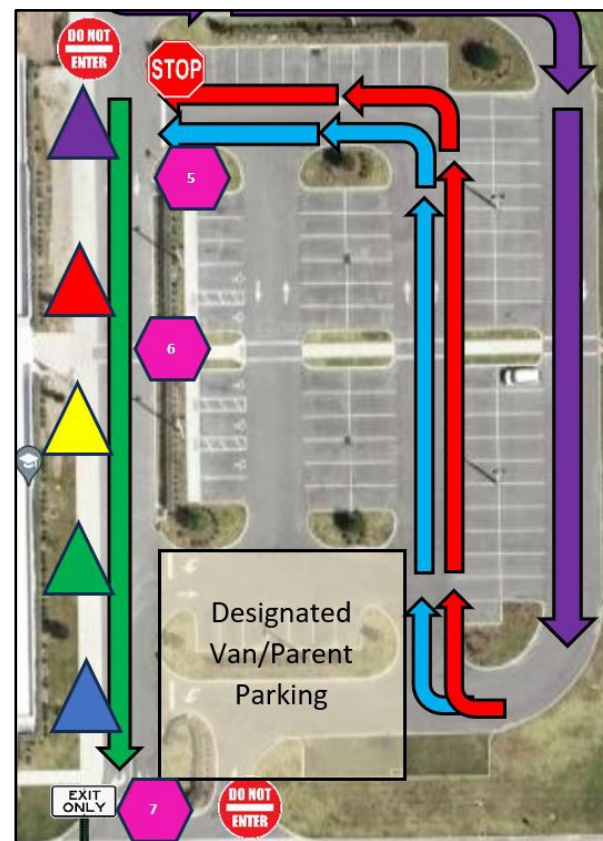
# Duties & Responsibilities

- Checkpoint 5:
  - Allow the first 2 colors for any cone to stage at cones beginning at 3:50, 2:50 (w), 1:50 (hd)
  - Monitor cones and allow vehicles to proceed as their color opens
  - 2 vehicles per color unless there is a significant amount of the same color in line



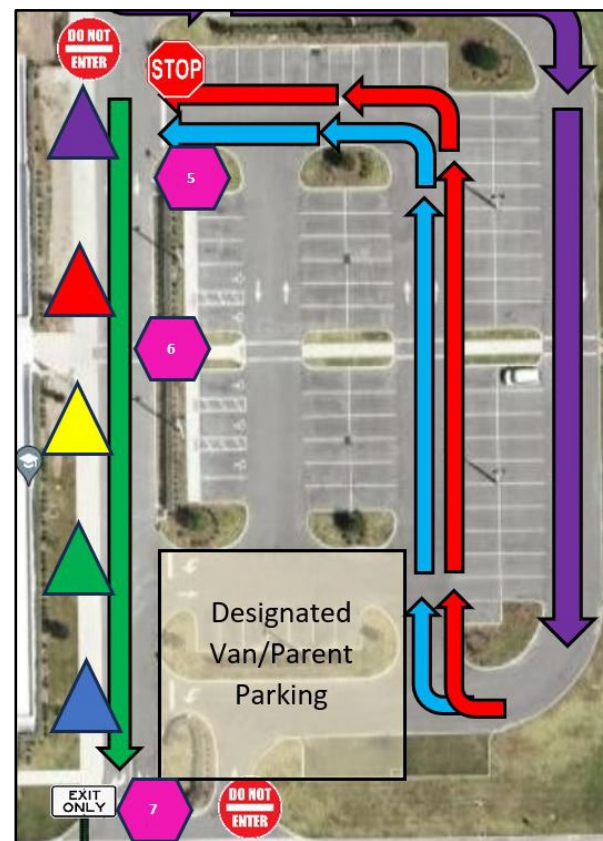
# Duties & Responsibilities

- Checkpoint 6:
  - Ensure a safe crossing for any/all parents & students at the cross walk
  - Assist in directing traffic around vehicles when required
- Checkpoint 7:
  - Direct traffic out of the parking lot
  - Vehicles should exit east towards Old Hickory
  - Traffic dependent, send vehicles across or west
  - Direct vans and buses to park in designated spot



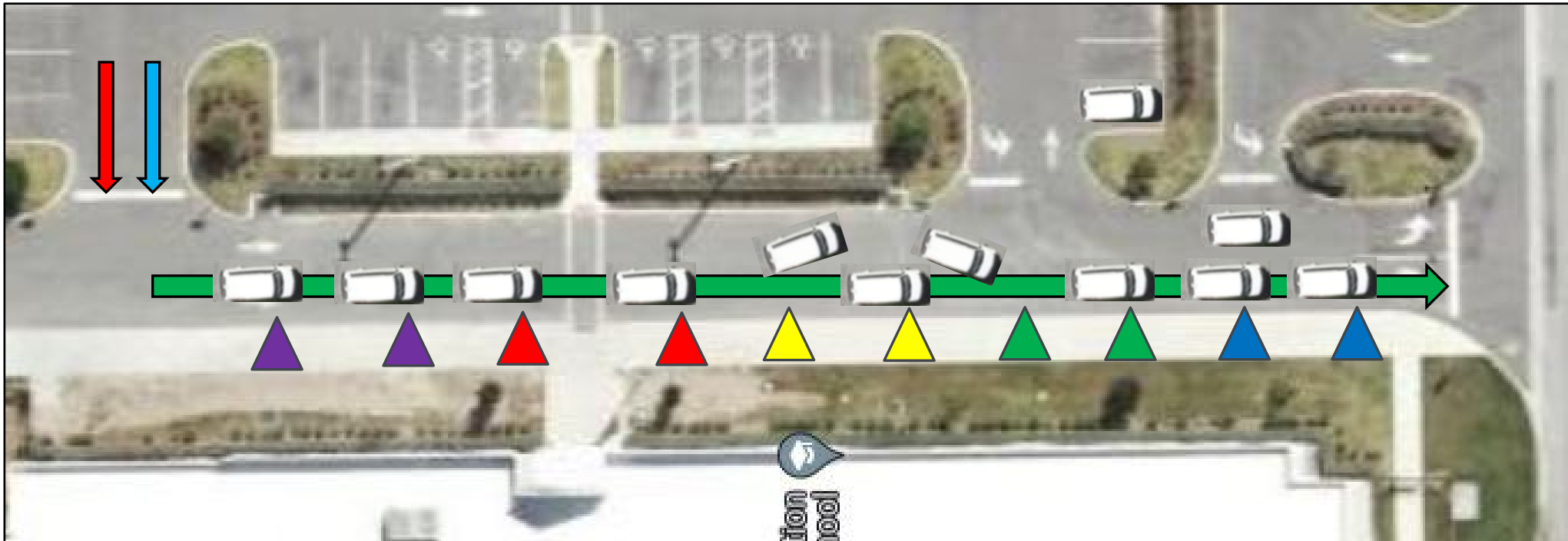
# Duties & Responsibilities

- Dismissal Cones
  - 1 x Staff Member per Color
  - Supported by Safety Patrol
- Key Points
  - Students should only enter vehicles from the passenger side
  - Collect dismissal cards from students
  - Vehicles only get 60 seconds at a cone, then they must circle – SRO will assist in enforcing
  - **KEEP THE LINE MOVING**



# Dismissal Cones

- Must **ALWAYS** be placed in the same location – builds muscle memory! Use your safety patrol to keep students behind cones until their vehicle arrives.







# Teacher Responsibilities

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- Cleanup and **dismissal preparation** begins at 3:50, 2:50w, 1:50 (hd)
  - Students will have 10 minutes to gather their belongings and prepare to go home - Ensure they are doing so!
- Dismissal **DOES NOT** begin **UNTIL** 4:00, 3:00 (w), 2:00 (hd)
- Names will already be populating on the dismissal spreadsheet beginning at 3:40, 2:40 (w), 1:40 (hd) **DO NOT SEND YOUR STUDENTS DOWN BEFORE DISMISSAL TIME**
- Provide student with their dismissal card – this will help them and staff members remember where to go!



# Questions?

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