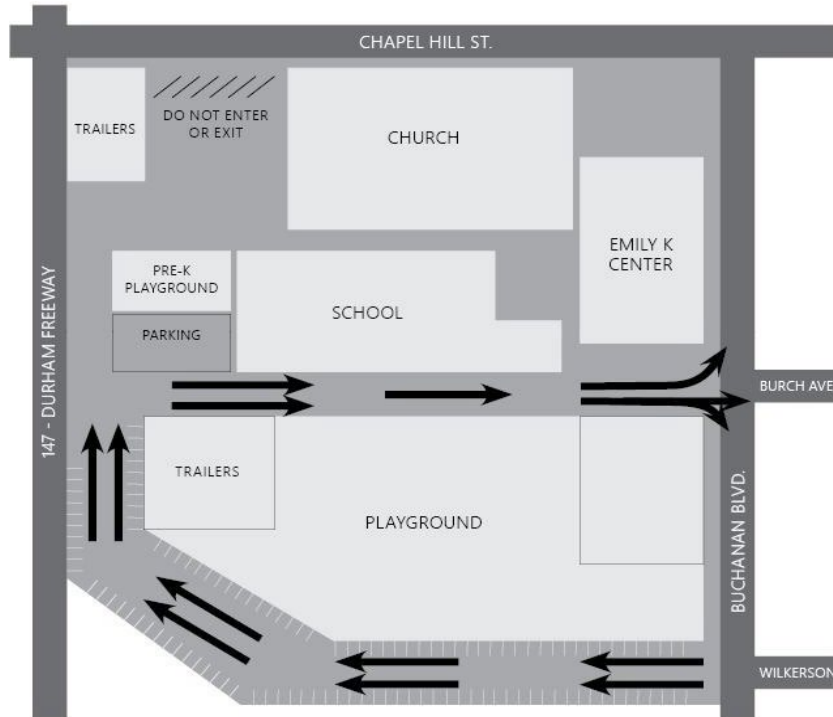




# ICS CARLINE PROCEDURES

## Morning Carline Procedures

From 7:30-8:00 a.m., traffic forms two lanes in a one-way flow. All cars should turn from Buchanan Boulevard into the Wilkerson Street parking lot (below the playground) and then proceed towards the school. For Kindergarten students on the first day, parents should park and walk their students up to the school building and into their classrooms.

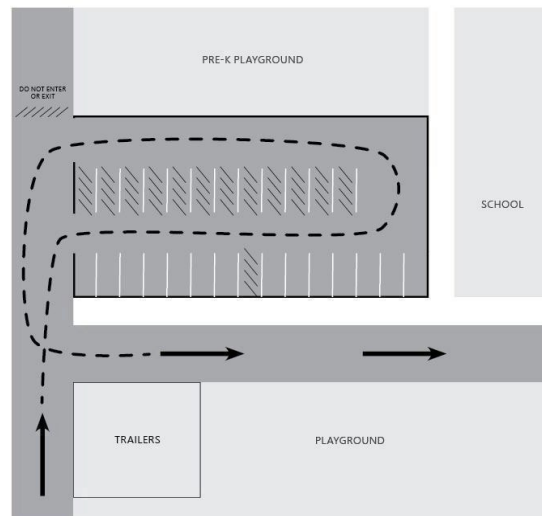


## *K-8 Families*

Bear right onto Burch Avenue (in front of the school) to drop off students. No vehicles should enter or exit campus using the Chapel Hill Street church entrance. Drivers dropping off K-1 grade students must use the lane closest to the school (school side). All other grades can use either lane (school side or playground side). Drivers should pull up to the designated drop-off area in front of the school where staff help students exit from cars. All cars in the Burch Avenue straight-away should empty at the first opportunity. Please do not wait to pull closer as this causes unnecessary delays. Students should remain seated until the car comes to a complete stop; at which time they should be ready to exit. Students should be ready, with coats on, backpacks zipped, etc. Drivers should remain in the car and not delay the carline by carrying on conversations with others, etc. Students riding in the back seat of a vehicle should be buckled until it is time for them to exit from the driver's side. Safety is key. Students should walk and once dropped off, students should immediately proceed through the front doors to assigned classrooms or homerooms. Pre-K to 5th arrival is from 7:30 a.m. to 8:00 a.m. and Middle School arrival is from 7:30 a.m. to 7:45 a.m.

## Pre-K Families

Enter carline from Buchanan Boulevard and continue straight toward the church. Turn right into the first entrance of the small lot near the Pre-K playground. Parents should stop in front of the PreK doors and allow teachers to assist students in exiting the vehicle. Students will then enter the classroom with teachers. After drop-off, exit the parking lot (one-way) and return to the carline to exit onto Buchanan. Only Pre-K families may use this lot during morning carline (7:30-8:00 a.m.). After 8:00 a.m., this lot is for student recess.



## Morning & Afternoon Walking Parent Drop-off/Pick-up

Others wanting to walk students up to the school building before 8:00 a.m. should park in the lower parking lot by the playground. If you must park on a street near campus, please do so courteously and do not block driveways—if you do so, your car may be towed. *Do not use the church parking lot.*

Adults walking students in Grades K-8 should drop them off in front of the school to maintain security protocols in the school building and keep our student population safe. Parents may not drop off students on Buchanan Boulevard.

**Adults and/or parents will not be allowed in the building without an appointment and sign-in procedure through the front office. If you need to conference with a teacher or other staff member, an appointment is required.**

If walking to pick up a student at the end of the day, join the line designated for walkers on the lower field outside the front entrance. An employee will call for students to be dismissed. Do not enter the building during dismissal. To ensure the safe dismissal of all students, the hallways and dismissal areas should not be disrupted.

The length of Burch Avenue in front of the school is closed to traffic from 8:00 a.m.- 2:30 p.m. and from 3:35 p.m.- 5:30 p.m. on school days. To drop off or pick up students during these hours, park in the Visitor Lot and come to the front office. **Do not park in front of traffic cones which compromises safety by blocking the fire lane. Immaculata reserves the right to tow as blocking the cones compromises the safety of the entire ICS community.**

## Afternoon Carline Procedures

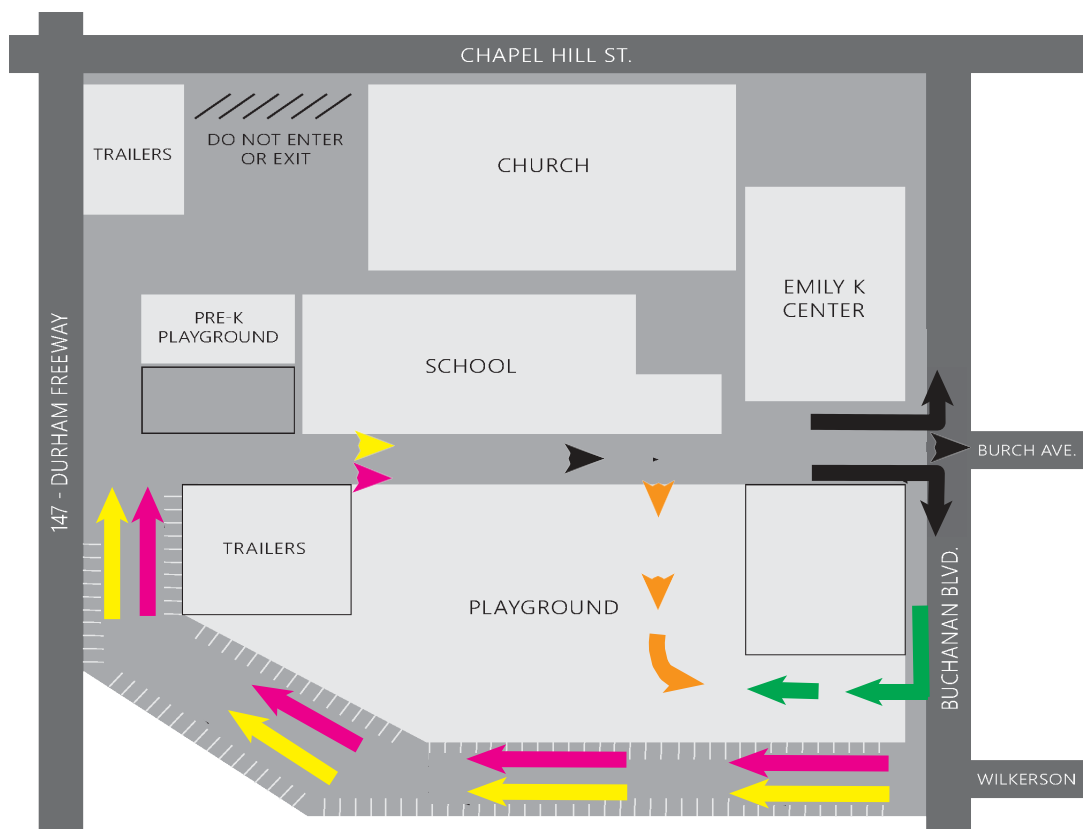
From 2:30 p.m. until carline ends at 3:25 p.m., traffic forms *two lanes* in a one-way flow. Drivers picking up Pre-K–1 grade students must use the lane closest to the school (**school side**). All other grades can use either lane (school side or playground side).

Vehicles turn from Buchanan Boulevard into the Wilkerson Street parking lot (below the playground) and bear right onto Burch Avenue (in front of the school). No vehicles should enter or exit the campus using the Chapel Hill Street church entrance.

All cars should have Immaculata pick-up signs displayed prominently in the windshield indicating the first and last name and grade of each student being picked up. Staff will enter designated dismissal areas in the school for the students listed. Unfamiliar drivers will be asked to pull over and go to the front office for verification of transport authorization.

Students should enter their cars, secure their items, and fasten seatbelts in a timely and safe manner. Several cars will be loading and dismissing at any given time.

Traffic directors will let drivers know when to move forward in the carline and when it is clear to exit the campus. A thumbs-up signal from a driver to the traffic director in front of the school indicates the car is ready to exit. Thumbs down indicates a car is still awaiting student.



- PK-1 / School Side
- Grades 2-8 / Playground Side
- Student Walkers / Lower Field
- Parent Walkers / Lower Field