

Morning Carline

8:00AM



Arrival/Drop-off, 8:00-8:30AM

For students enrolled in Before Care, parents should enter through the third gate on Highland Ave heading northbound, located just past the marquee (the same entrance used last year) and proceed to the front office for student drop-off between 6:30-7:50AM.

Grades K-2, 6-8

Students in **Grades K-2 and 6-8** should be dropped off under the awning located just beyond the covered court. Both drop-off lanes will be utilized to ensure an efficient arrival process. For student safety, please do not allow students to exit the vehicle until directed by school personnel.

- **DO NOT LET YOUR STUDENT(S) EXIT THE VEHICLE OUTSIDE OF THE DESIGNATED DROP-OFF AREA.**
- **DO NOT PARK OR WALK YOUR STUDENT(S) TO THE ENTRANCE.**

Students in **Grades 3-5** should be dropped off in the car loop located between the 700 and 800 buildings. After drop-off, vehicles should exit through the gate leading toward Cambridge Drive. All vehicles must make a left turn onto Cambridge upon exiting.

If you are dropping off students in multiple grade levels, please refer to the guide below to determine the appropriate drop-off location:

Sibling Combination	Drop Off At
K-2, 3-5	Awning by covered court
3-5, 6-8	Awning by covered court
K-2, 6-8	Awning by covered court
3-5, 3-5	Car loop between 700 and 800 buildings

- AM Carline-tags are not needed.
- Do not release students outside the drop off areas.
- Pull up to the car in front of you. Please do not leave car lengths worth of space.
- Once cars are stopped in the drop off area, you do not have to wait for us to open the car door.
- DO NOT MOVE until we roll the whole group out.
- Please look for hand signals from the staff to proceed to the exit.
- Please put down your phones and keep your foot on the brake.



Hand Signals Cheat Sheet



As we check all the cars, we'll give a thumbs up. We're asking if everyone is out of your car. Give us a thumbs up in return if you're ready to roll out. If you still have a student in the car, give us a thumbs down so we know to open your door.



If we need you or your lane to stop, we'll give you this sign. If you see it, just stop where you are. We'll tell you when you're good to start driving again.



When traffic backs up, we'll try to get as much of the next set of cars rolled up as possible. If we're still waving you forward, **DO NOT** let your students out, keep moving forward (even if no one is moving at the time) until we stop waving cars forward.

Afternoon Carline Information

Dismissal/Pick-up Procedures:

NO EARLY SIGN-OUTS AFTER 2:30PM

We will use car tag numbers for afternoon dismissal for students in Grades K-5 (K-2=Blue Tags, 3-5=Teal Tags, Multiple grades=Yellow Tags). Please ensure that your car tag is always clearly visible during pick-up. Vehicles without a visible car tag can significantly delay the dismissal process. For student safety, drivers arriving without a car tag will be required to park, walk up to the front office and present a valid photo ID before a student can be released.

Hand Signals Cheat Sheet



As we check all the cars, we'll give a thumbs up. We're asking if everyone is in your car. Give us a thumbs up in return if you're ready to roll out. If you are still waiting on a student, give us a thumbs down so we know. You might be asked to go to a designated holding area to wait for your student(s).



If we need you or your lane to stop, we'll give you this sign. If you see it, just stop where you are. We'll tell you when you're good to start driving again.



When traffic backs up, we'll try to get as much of the next set of cars rolled up as possible. If we're still waving you forward, **DO NOT** stop to let your students in, keep moving forward (even if no one is moving at the time) until we stop waving cars forward.



Afternoon Carline

K-2

3:00PM

Grades K-2 Dismissal, 3:00PM

Grades K-2 cars (Blue Tags) should proceed in Lane 1 (the left lane) and continue to the gate near the covered court. Upon arrival, a staff member serving as the station assigner will direct vehicles to the appropriate student pick-up location to ensure a safe and efficient dismissal process. Students will be permitted to enter their vehicles only after all cars have come to a complete stop. This safety measure helps ensure an orderly dismissal process. Carline end times fluctuate day-to-day. K-2 Parents should plan to be in the carline BEFORE 3:10PM or risk having to wait until 3:30PM dismissal time.





Afternoon Carline

3-8

3:30PM

Grades 3-8 Dismissal, 3:30PM

Grades 3-5 cars (Teal Tags) should proceed in **Lane 2 (the right lane)** and continue to the car loop located between Buildings 700 and 800. Students will be permitted to enter their vehicles only after all cars have come to a complete stop. This safety measure helps ensure an orderly and efficient dismissal process.

Once all students have safely entered their vehicles and staff have provided clearance, drivers will be directed to proceed to the exit located beyond the gate leading toward Cambridge Drive. All vehicles must make a left turn onto Cambridge Drive upon exiting.

Grades 6-8 cars (No Car Tags) should proceed in Lane 1 (the left lane) and continue to the gate near the covered court. Upon arrival, a staff member serving as the station assigner will direct vehicles to the appropriate student pick-up location to ensure a safe and efficient dismissal process. Students will be permitted to enter their vehicles only after all cars have come to a complete stop. This safety measure helps ensure an orderly dismissal process.

PLEASE DO NOT PARK ON HIGHLAND AVE, CAMBRIDGE DRIVE, OR IN THE PARKING LOTS OF NEIGHBORHOOD BUSINESSES.

STUDENTS NOT PICKED UP AT THE END OF CARLINE WILL BE SENT TO AFTERCARE AND WILL INCUR CHARGES AFTER 4:00PM

If you are picking up students in multiple grade levels, please refer to the guide below to determine the appropriate pick-up location:

Sibling Combination	Pick-up At
K-2, 3-5	Awning by covered court
3-5, 6-8	Awning by covered court
K-2, 6-8	Awning by covered court
3-5, 3-5	Car loop between 700 and 800 buildings



Helpful Tips

- First carline starts at 3:00pm. If your child is a K-2 student and you arrive after 3:30pm, you will have to wait in the second carline.
- Cars with yellow tags or cars picking up middle school students that arrive before 3:30pm will use the right lane and pull all the way up to the gate near the covered court.
- Cars with teal tags that arrive before 3:30pm will use the right lane and enter the car loop between buildings 700 and 800. Please pull all the way up so the yellow tags/cars picking up middle school students can continue to drive.
- After 3:30pm, cars with yellow tags and cars picking up middle school students will use lane 1 (left lane) exclusively.
- Cars with teal tags will always use lane 2 (right lane).

Helpful Tips

- If someone different is picking up your student, please make sure you've let the office and their teacher know by 2:00pm that day. People picking up students without a car tag will wait (and it will slow down carline).
- Please note that student checkout from Aftercare will not be available during the regular dismissal carline unless student's teacher and the front office have been notified prior to the start of the 3:00pm dismissal process.
- Aftercare dismissal begins at 4:00pm. If you arrive to pick up your child before 4:00pm, you will be asked to park in the designated parking area and wait until Aftercare dismissal.