

Valrico Academy Car Line Procedures

2026-2027



Carline Route



Enter parking
lot

Morning Arrival

All students are dropped off via carline.

- 7:00 am-Carline will begin for students in K-3 and older siblings.
 - Make sure to have your green, blue or purple car tag displayed.
 - Sibling in 4-5 will remain in the cafeteria until 7:30 am.
 - First carline is cut off at 7:25 am. Any car behind the gate at 7:25 am is considered on time.
- 7:30 am-Carline will begin for students in 4-5.
 - Make sure to have your yellow or purple car tag displayed.
 - Please do not enter the parking lot prior to 7:25 am.
 - Second carline is cut off at 7:55 am. Any car behind the gate at 7:55 am is considered on time.

Car tag color

- K – Green car tag
- 1st, 2nd, 3rd – Blue car tag
- 4th and 5th – Yellow car tag
- Carpool – Purple car tag

Arrival Procedures

- Safety is the priority!
- Please follow the directions of all staff members!
- The speed limit in the parking lot and carline is 5 MPH.
- All attention should be focused on driving. Please refrain from holding/viewing your phone, reading a book, or anything else that can cause distractions while driving.
- Students must remain buckled until the car stops at the unloading station.
- Please make sure your child is able to unbuckle the seatbelt and exit the car when a patrol or staff member approaches your car door.
- Remember to be kind to the patrols and staff!



Before-care Procedures

- Follow the carline route to the back gate.
- Proceed directly to the back gate.
- Staff will direct vehicles upon arrival.
- Dedicated Before Care lane.
- Do not stop or pull up in front of the school.



Afternoon Dismissal-First Carline

All students are picked up via carline.

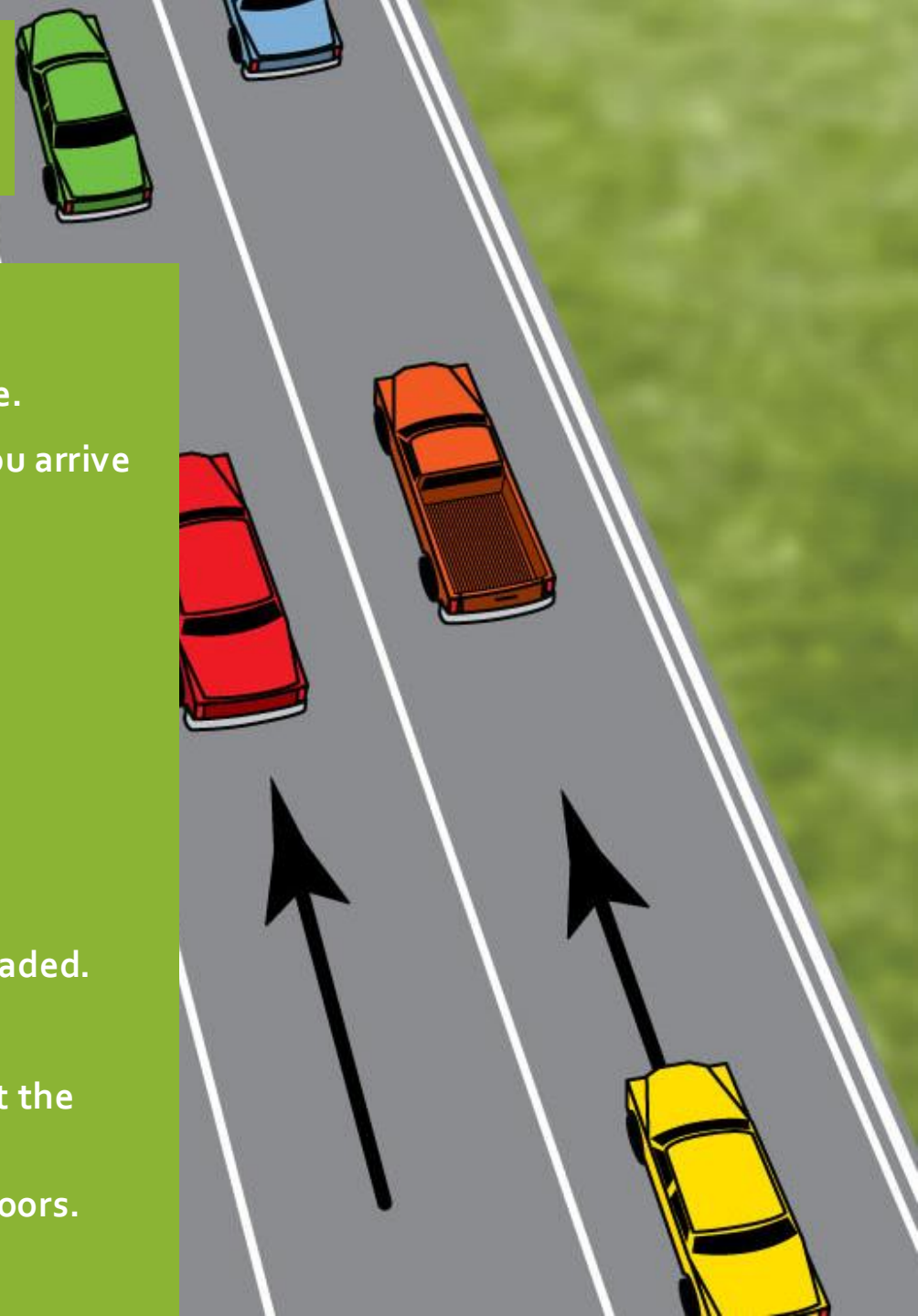
- **1:30 pm** –Parents of students in K may begin lining up in the queue.
 - Make sure your **GREEN** is displayed from your mirror by the time you arrive to the back gate.
 - A staff member will direct you to the appropriate line in the queue.
 - Make sure to pull as close as you can to the car in front of you.
 - Remember: Extra space is wasted space!
- **1:50 pm**-Carline for students in 1-3 will begin.
 - Students will be dismissed from the classroom.
 - They are assigned a station number
 - When you pull up to the station, your student(s) should be waiting to be loaded.
- **2:25 pm**-Carline for student in K-3 ends.
 - All students with older siblings will be escorted to the cafeteria to wait for second carline.
 - Any K-3 students (without older siblings) that have not been picked up will be signed in to after-care at the parent's expense.
 - You will need to park and sign your student out of the third set of double doors.



Afternoon Dismissal-Second Carline

All students are picked up via carline.

- 2:25 pm –Parents of students in 4-5 and siblings may begin lining up in the queue.
 - Make sure your blue/green tag is displayed from your mirror by the time you arrive to the back gate.
 - A staff member will direct you to the appropriate line in the queue.
 - Make sure to pull as close as you can to the car in front of you.
 - Remember: Extra space is wasted space!
- 2:30 pm-Carline for students in 4-5 and siblings will begin.
 - Students will be dismissed from the classroom.
 - They are assigned a station number
 - When you pull up to the station, your student(s) should be waiting to be loaded.
- 2:50 pm-Carline for student in 4-5 ends.
 - Any students that have not been picked up will be signed in to after-care at the parent's expense.
 - You will need to park and sign your student out of the third set of double doors.



Dismissal Procedures



- Please do not arrive on campus before your designated time.
 - Arriving earlier than your assigned time adds congestion and slows down the line for everyone.
 - You will be sent around if you arrive earlier than your time.
- Please only display car tags that have been issued by the school.
 - For the safety of our students hand-written numbers, cell phone pictures of tags, etc. **will not be accepted.**
- All students have been assigned a new number for this year.
- **Tags from previous years will not work.**
- The speed limit in the parking lot and carline is 5 MPH.
- Please email or call the front office if you need additional car tags.
- In an emergency, please make sure the person picking up your student is listed on your student's emergency card and has an ID.

Siblings in Multiple Carlines

- **Morning Carline**
 - All siblings can be dropped off during first carline, starting at 7:00 am.
 - Older siblings will wait in the cafeteria until second carline begins at 7:30 am.
- **Afternoon Carline**
 - All siblings can be picked up during second carline, starting at 2:30 pm.
 - Younger siblings will travel to the cafeteria at 2:30 and wait there until picked up.



Bus Dismissal

- Students that are dismissed to an off-campus facility via bus will be dismissed at 2:30 pm to the bus loop.
- Staff monitor students and load busses as they arrive.



EdVenture Dismissal

- Students that stay on campus for EdVenture will be dismissed at 2:30 pm.
- A member of the EdVenture staff will meet students at their designated area.



ROUTE 1

- ✓ Turn right into parking lot from Boyette Road into parking lot
- ✓ Enter the parking lot follow the cones
- ✓ Line up in one of the back lanes
- ✓ Pull up to one of the numbered stations to drop off students
- ✓ Wait for someone to open the door before student(s) get out of the car

ROUTE 2

- ✓ Turn into the Advanced Auto Parts driveway from Beall Shoals Road
- ✓ Enter parking lot
- ✓ Line up in one of the back lanes
- ✓ Pull up to one of the numbered stations to drop off students
- ✓ Wait for someone to open the door before student(s) get out of the car

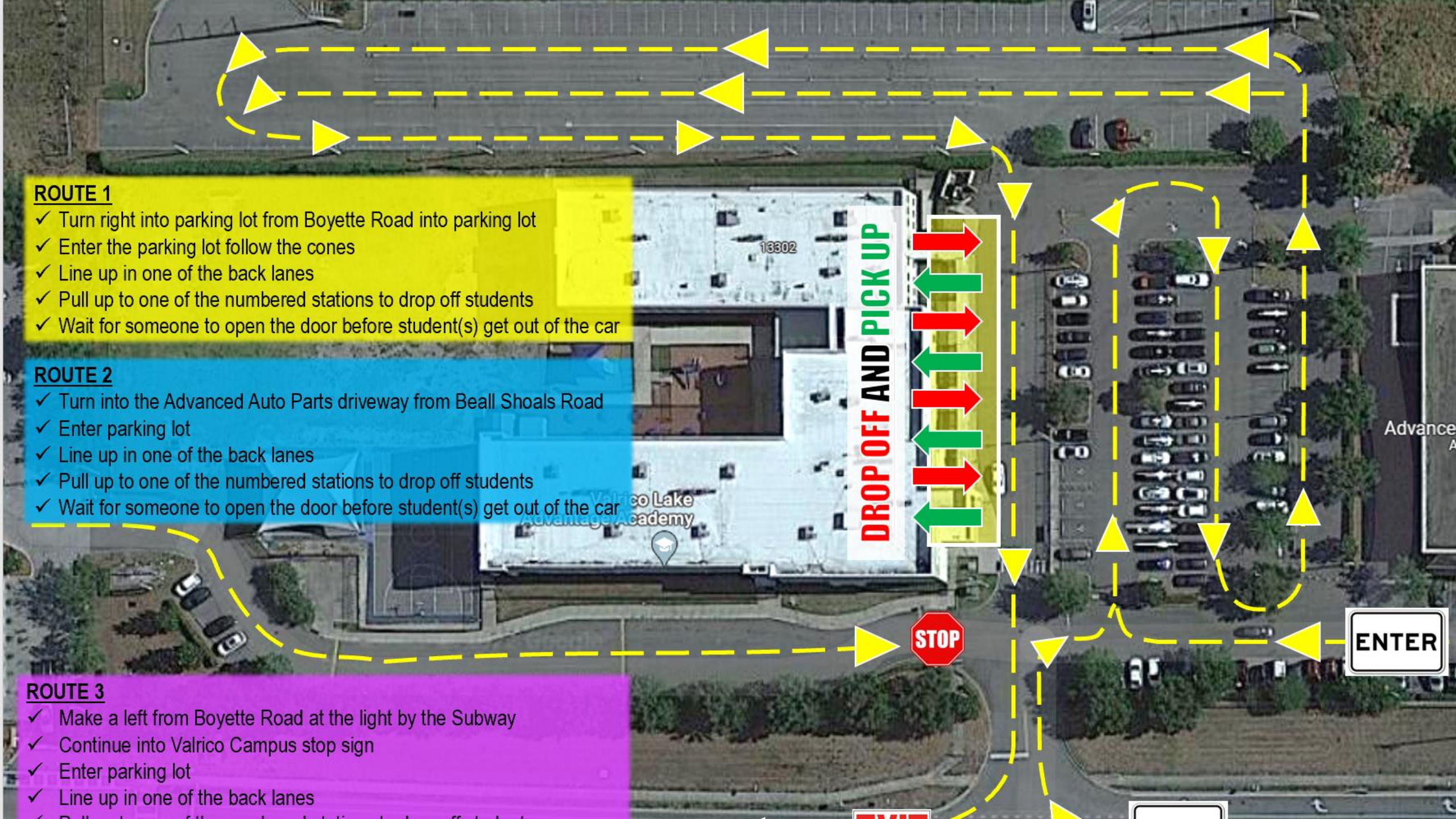
ROUTE 3

- ✓ Make a left from Boyette Road at the light by the Subway
- ✓ Continue into Valrico Campus stop sign
- ✓ Enter parking lot
- ✓ Line up in one of the back lanes

DROP OFF AND PICK UP

STOP

ENTER





VIVAVIDEO