

## 2016-17 Car Line Procedures - EVEN BETTER THAN LAST YEAR (so be sure to read)

# ALL CARS MUST HAVE A LAST NAME SIGN displayed on the dash or a visor. (Please use large font.)

**HOW DO YOU KNOW WHAT SECTION YOUR CAR SHOULD USE FOR DROP OFF/PICK UP?** You drop off and pick up according to the youngest student in your car/car pool for the school year. Stay with the same drop off and pick up location all year, even if your youngest rider is not at school on that given day.

The colored areas below show the 6 different areas parents drop off and pick up.

**Drop off - have your student(s) ready to get out of your car immediately when you stop. Hugs and kisses need to be done prior to that time. If your child is not ready to exit the vehicle, then you'll need to drive around and go through car line again so we don't hold families up and make anyone tardy.**

**Pick up** - Students will be waiting in their designated areas, and cars will pull to a full stop in the assigned locations for each grade (according to the youngest student in your car/carpool).

**Green - Permission Parking (North)**- a variety of vehicles are preapproved through the administration to park here. It is also where people are asked to park (because staff has asked them to) for various reasons as car line is going.

**Purple - K, 2nd (North)** - Enter the lot from Woodland, North of the **school**, in the entry next to the playground. Turn right. Make 2 lines, and then go every other one as you turn an immediate left at the roundabout. Turn a full left (like a U-turn) and drive single file alongside the length of the building. As you pull forward for drop off and for pick up stay to the right. Once you have dropped off your student(s) in the AM or picked up your student(s) in the PM, you can pull into the open left lane, Do this cautiously as children are entering and exiting cars in the right lane, then turn left towards Woodland Ave (by the playground) and exit the parking lot.

**Orange - 4th, 5th (Northwest)**- Enter the lot from Woodland, North of the **Church**, in the entry by the roundabout. There are two lanes of traffic as the cars move West, then go to every other one as you ready for the turn to the left so you're in a single line as you drive the lot next to the church. As you pull forward for drop off and for pick up stay to the right. Once you have dropped off your student(s) in the AM or picked up your student(s) in the PM, you can pull into the open left lane, Do this cautiously as children are entering and exiting cars in the right lane, then turn left (just before the roundabout) towards Woodland Ave and exit the parking lot.

**Red - Preschool (Southwest)**- Enter the lot from 72nd Street, West of the Church. Drive into the Preschool parking area and park. Preschool parents walk into the Preschool area of the building to get their child(ren). After you have your Preschooler(s), if you have older students, please wait in your car and the older students will walk to you in the Preschool Parking, or you can get into another car line. Once you have picked up your student(s) you can pull out and go towards the roundabout, then directly to the Ashworth Road exit.

**Yellow - 1st, 3rd (South)**- Enter via the Eastern-most entry on Ashworth Road. Turn immediately to the left and form 2 lines. Vehicles in both lines will alternate to make the turn by the roundabout, merging into one single lane to head East into the pick up lane. For drop off and pick up, there is one line in the left lane. Once you have dropped off or picked up your student(s) you can pull into the right lane, (Do this cautiously as children are entering and exiting cars in the right lane), drive forward, turn right and leave from the same point you entered the lot on Ashworth Road.

**Blue - 6th, 7th, 8th (Southwest)**- Enter the lot from 72nd Street, West of the Church. Immediately turn right. Form 2 lines. Once you reach the light pole the 2 lines merge to one line. That single line drives to the left side of the parking lot to drop off students or to pick up waiting students who are on the left side. Once you have your student(s) dropped off or picked up you can pull into the right lane and exit the lot, right, to Ashworth Road.