



Carline and Safety Reminders

Carline Procedures

- Please remember be courteous and patient.
- Pull to the front of the parking lot when dropping off or picking up your student
- Stay in your car for the entire process.
- Please stay off mobile devices
- Drop students off in the Carline or park along the street to allow your student to get out. Dropping students off in traffic is very dangerous.
- Right turn only out of the parking lot.
- If your student is signed up for After Care, they are in After Care unless it has been confirmed by the office. Please park and walk in to check students out.
- The parking lot is one way. Please do not enter the exit of the parking lot.
- There is NO PARKING in the driveway of the school or in the fire lane. Park in a designated parking spot.
- Only students are allowed to enter through the Lower Elementary door. All adults must sign in and out at the front office. School is session for middle school.

Primary Sign In & Out

- Student & Adult Names are the most important information

General Safety & Security

- School hours are 7:45 am to 4:00 pm
- All adults must sign into the office during school hours—be prepared to provide an ID
- Items left or lost can be retrieved from lost and found or the following school day

Picking up after Clubs & Enrichment Programs

- Club & Enrichments will bring the students to the lobby for dismissal and sign-out
- Adults picking up students need to check out with the Club or Enrichment Leaders
- Arrangements must be made in advance to observe Club & Enrichment Programs