

Carline Information 2015-2016

Gentle Reminders about Carline

Be courteous and cooperative.

Please listen to and follow directions of teachers and staff at all times.

St. Lawrence Car Line is a “No Cell Phone Zone” Please help us keep our line moving quickly and our children safe by following this simple rule.

Please notify older siblings, grandparents, relatives or friends who drive your children to and from school of these procedures. Give them a copy of these instructions so they will be familiar with the traffic pattern.

Saving places in line is prohibited.

Always drive slowly and watch for exiting traffic.

Parents that need to visit the school office at dismissal time should use the southernmost parking aisle on the South-side and access the sidewalks closest to the church.

Arrival Information

Early Childhood Building Arrival (EC3 and E4): Use the Hillsborough entrance. Turn left directly into the round-about for drop off in front of the EC Center. Exit right onto Hillsborough. If you are walking your child in please park behind the building and use the appropriate side walk.

Main School Building Arrival (Grades K-8): There are two options for drop-off in the morning for the main school building. Students in all grades can be dropped off at either the **South Side** or the **North Side** areas.

North Side: If you are dropping off from the North Side please use the Hillsborough entrance and pull into the Media Center/Teacher Parking area by the round-a-bout. Proceed with caution as you enter the teacher parking lot (teachers arrive at many different times and there may be pedestrians). Follow around the circle arriving closest to the gym to drop-off. Form one line. Students should exit to their left side of the vehicle. Exit the parking lot by the roundabout. Use caution. Exit by making a right on Hillsborough Avenue. Please Note: This lot is NEVER to be used by parents to park and unpack.

North Side Active Unloading Zone Directions: Pull up slowly to the Unloading Zone. Students should be ready to exit the car with their backpacks} etc. Form one single line. Drivers should remain in car. Students exit to the right.

North Side Park and Unpack Zone: Located in the aisle closest to Higgins Hall. Students walk in front of Higgins Hall and enter school building through main entrance.

South Side: If you are dropping off on the South side please enter from Himes in the Southern-most entrance. Staff will be positioned to guide through drop-off for the first few days of school. Form two lines as you make a left on the roadway closest to the church. Decide if you will be making a left or a right hand turn on Himes Avenue and pick the appropriate lane. Cars wishing to make a right-hand turn should choose the right-hand lane. Cars wishing to make a left-hand turn should choose the left-hand lane.

South Side Active Unloading Zone Directions: Pull up slowly to the Unloading Zone. Students should be ready to exit the car with their backpacks, etc. Children in vehicles in the left lane should exit vehicles from the left doors only and must proceed to the crosswalk and wait for a staff member to cross them. Children in the right lane should exit vehicles from the right doors only and head directly into the school. Parents should never exit their vehicle to give hugs and/or collect backpacks.

South Side Park and Unpack Zone Directions: Parents who wish to give hugs and help students collect items/back packs should use the Park and Unpack Zone (see map). Parents are responsible for their child's safety at all times when upon exiting the vehicle. Drive with caution in this area at all times, as students are present. Park in any available spot and unload. Use caution when allowing your child to unpack items from trunks - there are moving vehicles in this area. Accompany your child to the crosswalk when finished. Wait for the patrol/employee to assist your child across traffic. When exiting this area you may turn left or right at the west end of the aisle. Please note that if you turn right you will be in the left-only turn lane once you join the Active Unloading Zone traffic. If you turn left you will need to use extra caution when exiting the property at the southernmost entry/exit way.

Dismissal Information

Students are assigned to pick-up areas according to grade level. Follow directions for the EC, North, and South dismissal zones. ***All families with a student in Grades K - 2 will use the North Side car-line even if they have a student in the upper grades. Older siblings in Grades 3 - 8 will report to the north carline for pick-up and will be waiting with their younger sibling.

Early Childhood Building (EC3 and EC4): Enter from Hillsborough Avenue. Parents may not pull directly into the circular driveway at dismissal to prevent backup. Turn left at second aisle past the center. The car line for dismissal is located in the first row directly behind the EC building. Dismissal begins at 2:45 on full school days and 11:45 on half days. Cars should line up 10 minutes before dismissal begins behind the cones. Before this time all cars should be parked in a parking space until the line begins. Parking in a space prior to dismissal does not guarantee a particular spot in line. Parents with students in grades K-8 should then join the North Dismissal zone and follow those directions for dismissal.

Walking across the parking lot to retrieve older siblings is prohibited.

North Dismissal Zone (Families with students in grades K-2): Parents enter from Hillsborough Avenue and follow the directions of staff members while "snaking" through the cones in the parking lot. Use caution when entering the property as vehicles will also be exiting. Please see attached map. Dismissal begins at 3:15. Cars may line up in front of the Media Center beginning at 3:05 (11:50 on half days). All cars should be parked in a parking space utilizing the aisle closest to Higgins Hall until the line begins. Parking in a space prior to dismissal does not guarantee a particular spot in line. Staff will open the gate at 3:15. All drivers are expected to merge appropriately once the car line begins. Cars should have a **LARGE SIGN** in the windshield with the names and grades of students to help us in moving students quickly to their cars. Drivers should **PULL FORWARD AT ALL TIMES** - Do not stop and wait for your child to come to your car. A staff member will bring them to you.

PLEASE NOTE: For student safety and to ensure the flow of traffic parents are required to use the carline and may not park and walk up to pick up their child from the dismissal line for a Dr.'s appointment or other rare circumstance must notify the school office and teacher **prior** to dismissal, park in the third row of the south-side parking lot, use sidewalks by the church, and access the dismissal area through the front office. Please **DO NOT** cross the active loading zones at any time during dismissal.

South Dismissal Zone (Grades 3 - 8): Parents enter from the Southern-most entrance of Himes Avenue and follow staff directions to "snake" through the parking lot. Please see attached map. Dismissal begins at 3:15. Cars may line up beginning at 3:05 (11:50 on half days). All cars should be parked in a parking space in the second aisle closest to the school until the line begins. Parking in a space prior to dismissal does not guarantee a particular spot in line. All drivers are expected to merge appropriately once the car line begins. Cars should have a LARGE SIGN in the windshield with the names and grades of students to help us in moving students quickly to their cars. If you will be making a left hand turn on Himes Avenue upon exiting the pick-up line you should be in the left-hand lane. If you will be making a right hand turn on Himes Avenue upon exiting the pick-up line you should be in the right-hand lane. Please wait for your child to be escorted to the car by a teacher. Do not attempt to switch lanes at any time while in the car-line. You will need to turn around on Himes if you accidentally make the wrong lane choice.

PLEASE NOTE: For student safety and to ensure the flow of traffic parents are required to utilize the car line. Any parent retrieving a child from dismissal line for a Dr's apt or other rare circumstance must notify the school office and teacher prior to dismissal and should access the dismissal area using the sidewalks closest to the church. Please DO NOT cross the active loading zones at any time during dismissal.

Patience is required in our car-lines with each other and with staff members at ALL times. Thank you in advance for your cooperation.