



CAR LINE PROCEDURE

Morning Drop-Off

- Students should arrive at school no earlier than 7:45am daily. Students who arrive before classrooms are open at 8:00am must wait in the Multipurpose Room. **From 8:00 until 8:15am every day the curb lane is reserved for dropping students off and must be kept clear of parked vehicles.**
- Students being dropped off from the curb lane must exit from the curb side doors: the passenger side; they must not exit the vehicle on the driver's side into traffic. Parents who are using the curb lane for student drop off should not get out of the driver's seat for any reason and should pull away slowly upon the student's leaving the car.
- If students need assistance in exiting the vehicle during drop off, parents should stop at the curb in front of the office area door where faculty will assist the students exiting the vehicle curbside and retrieve book bags from the vehicle as necessary. Parents of older students who do not need assistance exiting the vehicles should stop in the curb lane as far towards the top of the parking lot as possible. However, in either location students must depart the vehicles on the curb side and not into traffic.
- Parents who wish to walk their children into school before 8:30am must park in either the lane furthest from the curb and exit the vehicle from the driver's side, in an available parking slot at the south or east side of the lot, or perpendicular to the faculty cars parked in the slots facing the school building. The middle lane on both sides of the island must be kept clear for moving vehicles. During the winter months when snow impedes the flow of traffic in the carline lanes, parents **must NOT park** and leave vehicles in any of the three lanes during the drop off or pick up times.
- After 8:15am and until 3:00pm, parents may park in the curb lane **briefly**, and only to load or unload.
- Parents should not stop their vehicles on the crosswalk.
- Parents must watch for and follow all signals given by carline coordinators.
- Parents must not talk on cell phones entering or leaving the carline area.

After-School Pick-Up

- **Monday-Thursday:** The academic day ends at 12:30 for half-day students in Preschool and Jr. K, 3:10 for full-day Early Childhood and Kindergarten students and 3:30 for Grades 1-9.
- **Friday:** Early Childhood & Kindergarten dismiss at 12:30; Grades 1-9 dismiss at 1:00pm.
* **On all school days, Early Childhood students attending aftercare will remain with their teachers until aftercare begins.**
- Vehicles should not be left unattended in the curb lane for any reason after 3:00pm. Beginning promptly at 3:10 for Early Childhood and 3:30 for Lower and Middle Schools, students called for pick-up as parent vehicles arrive in carline. All parents who wish to pick up students from the curb lane may not leave the driver's seat and must



prominently display their family name and grades card on the passenger visor, or alternatively if necessary, visibly on the dashboard.

- Children in the Early Childhood Division without older siblings in either Lower or Middle School must be picked up between 3:10 and 3:20pm, when the EC students will be ready for dismissal. **Early Childhood students who are not picked up by 3:20pm and who will not be picked up with their older siblings will go to the aftercare room.**
- Lower School and Middle School parents should not arrive in the parking lot for pick up before 3:20. If LS or MS parents arrive before 3:20 they should pull to the side on Pinebrook Road or wait in the parking lot of the office building next door. Drivers in the curb lane may not exit their vehicles for any reason. Drivers who wish to exit their vehicles in order to enter the building must park in either the lane furthest from the curb, in an available parking slot, or perpendicular to the faculty cars parked in the slots facing the School building.
- The head of the curb line for student pick up will be at the cone in front of the steps. Vehicles should queue into the far right side of Pinebrook Road and move forward slowly in order. As cars enter the pick-up lane, faculty will identify the family and communicate the students to be released from their classrooms to exit through either the doors by the steps or the office area door. Students must enter the cars through the curb lane doors. Drivers who have retrieved their children should pull away slowly from either the curb lane or the middle lane. Parents and children who are walking to parked cars should cross the lanes only on the crosswalk by the steps.
- **Engines must be turned off during afternoon pick-up.** Exhaust fumes are extremely dangerous to students and others.
- On days when it is snowing, we try to plow the carline lanes between 2:15 and 2:45 p.m. On these days, vehicles should not be left unattended during this time.
- Teachers remain with students until 3:40 p.m. Monday-Thursday and 1:15 p.m. Friday. If parents arrive after these times for pick up, they must enter the school building to sign out their children from aftercare.
- The School reserves the right to refuse the release of any student to a parent/guardian/ designated driver should a staff member have reasonable concern about the impairment of the driver. In such cases, staff members will escort the student to after care and inform the Head of School/Front Office so alternate transportation can be arranged.