

# MARION CHARTER SCHOOL

## 2017-2018 Car Line Information

Using the Car Line is a safe and convenient way to drop-off and pick-up students at Marion Charter School. The success of car line relies on **two major components**:

- 1) Drivers being safe and following all the rules of car line
- 2) Our Teachers, Staff, and Volunteers- thank you!

### **Here's how Car Line operates:**

#### Morning Drop-Off

**PLEASE DO NOT DROP OFF CHILDREN BEFORE 7:30.** There is no adult supervision until 7:30. In the morning there is **only one carline**, so please do NOT drop off students in the outside lane. Usually in the morning Mrs. Axson, Safety Patrols, and an aide are out front. As you approach the drop-off area, please be sure you are **NOT** on your cell phone, that your children are seated, ready to exit from the right side of the vehicle and that you are respectful of the volunteers assisting your children out of the vehicle. Encouraging your children to thank the volunteer opening the door is a great start to the day. If you are in line, please do not let your child get out of the car. Once your child is out of the car, and safely on the sidewalk, please pull away slowly and carefully, making sure that there are no walkers crossing in front of you.

#### Afternoon Pick-Up

**PLEASE DO NOT enter the carline before 2:00 p.m. unless you are checking your child(ren) out before 2:00 p.m.** This is for safety reasons in case of fire drills or emergencies. Please do NOT start line 2, the outside line, until 2:15 due to people still needing to be able to enter and exit the school.

This process works best when everyone is aware of the procedures, and respects the rules in place for the safety of our children, staff, and our volunteers.

- As you approach the pick-up line, please note there are two designated lanes: There will usually be a person at the entrance to the driveway to direct you to a lane. Please follow their directions. **You should NEVER park in either of these lanes! Also, NO traffic should be entering from the west into carline (from Midway Rd.). You have to go all the way to the end of the carline which will always be lined up on Cedar Rd. to the east (toward Bahia).**
- Please stay off of your cell phone while the Car Line is active. This also applies to any friends, relatives or caregivers that may be picking up your children.
- Please pull forward as much as possible and please pay attention to the staff/volunteers so that you know when to pull up and/or exit your lane. Please drive slowly and carefully when you are in and exiting car line. Remember the school zone speed limits upon entering and exiting the school.
- When using the Car Line, you must display your Car Line placard that lists your child(ren) and their grades. **Hang this placard from your rear view mirror or secure to your inside windshield** so staff/volunteers can easily read it. If you need more than one placard, please let your child's teacher know and they will send another one home. This is how we will call your child to have them get ready to be placed in their car. When staff/volunteers have to stop you to ask for the name of your children, it delays pick-up, and causes a backup of traffic. If you do not use your placard, then you may be asked to show **proper identification** and to pull out of carline and park while verification is made. **THIS IS FOR SAFETY PURPOSES** and is a school policy! Anyone picking up children should always have proper identification and should be on your child's pick-up list. If you need to add someone, please send in a note or make contact with the front office. **The school cannot send a student with someone who is not on the pick-up list.**
- We will NOT dismiss children to people who park their car and walk up. **THIS IS FOR SAFETY PURPOSES** and is a school policy! If this is attempted, you will be directed to get in carline. Please make your appointments accordingly or if there are time constraints for an occasional appointment, then you may choose to pick up your child early **prior to 2:00**. Otherwise, **carline is over at approximately 2:45.**
- Please DO NOT cut in front of people who have been waiting patiently in the line. Please DO NOT get out of your vehicle to communicate with others. Problems on campus with carline should be communicated with staff. If you see concerns in carline OFF CAMPUS, and you are concerned about safety, then please contact the **Sheriff's Department at 732-9111**.
- If any child is not picked up by 2:45 or at the end of carline, they will be placed in extended day and the appropriate \$9 drop-in fee will be charged. After 2:45, you may pick up your child(ren) in extended day, which is located in the cafeteria.

**DO NOT LEAVE YOUR VEHICLE UNATTENDED AT ANY TIME WHILE IN THE CARLINE!!!!**