

CARLINE PROCEDURES

Passing cars on C.S. Owens that are waiting in carline is a driving offense that can be ticketed by law enforcement. We ask for the safety of the children that you refrain from using your CELL PHONE during pick-up/drop-off. (It would also be appreciated if all drivers would leave an opening in the car line at neighboring streets, and neighborhoods in the event that residents need to exit. Please do not use driveways to turn around.)

CAR RIDERS: ARRIVAL TIME

Our school day begins at 8:50 a.m. Students arriving in cars must arrive between 8:20 a.m. and 8:50 a.m. Teachers are not on duty until 8:20 a.m. Car riders eating breakfast at school must arrive in the cafeteria no later than 8:35 a.m. and be finished by the time the morning bell rings. Any student arriving after 8:50 will need to park in the visitor parking area by the red tower of the large colorful building to sign their child in for the day.

CARLINE PROCEDURES

Please display the tag on your rear-view mirror and write the student's name in BOLD, BLACK MARKER. Please refer to the maps and diagrams for more information as well. We ask for the safety of the children that you refrain from using your CELL PHONE during pick-up/drop-off. The carline is a HANDS-FREE zone.

Morning Carline: All traffic will enter from Dummyline Road then turn onto Galatas Road (see map). Cars will only be permitted to turn right onto CS Owens Road. Do not enter from HWY 1077 as it is illegal and you may be ticketed. DO NOT turn around in driveways on Galatas Road. Cars will flow into the parking lot and/or along CS Owens along the school grounds and will be unloaded by a staff member. The School Resource Officer or school personnel will help guide this process, so please follow the directives given when arriving.

Students arriving in cars must be dropped off and picked up ONLY in the car line. An MES faculty member will help your child out of your vehicle. If you arrive late, it is necessary to park in the visitor parking area near the bus loop and walk your child to the main office (red tower) to check them in. Students MUST be checked in/out with an adult's signature. Please have your child ready to exit the car upon stopping. Time spent gathering bags, coats, and giving a last hug adds up quickly and causes congestion.

KINDERGARTEN, FIRST, AND SECOND GRADES

Afternoon Carline: All traffic will follow the same path as morning arrival from Dummyline Road to Galatas Road then to CS Owens. Each grade level will follow a different path when arriving onto school grounds. Please follow the directives by the faculty members and sheriff's office officials. Afternoon car line begins at dismissal at 3:46. Please do not block driveways while waiting.

Second Grade (light blue tag) – Parents of second graders will enter the back parking lot. Second grade students will be loaded from the blue door of the gym along the grassy area. If you are only picking up a second grader, you will then proceed to the CS Owens to exit. If you have another child to pick up, continue following the line to the area for first grade and/or kindergarten.

First Grade (pink tag) – Parents of first graders will enter the back parking lot at the third entrance. First grade students will be loaded by the awning. If you have no other children to pick up, you will follow the line to exit. If you have a kindergartener to pick up, proceed in the line to pick up in the kindergarten area.

Kindergarten (yellow tag) – Parents of kindergarten students will stay on CS Owens and be loaded from the gravel area. Please make sure to pull to the right to allow for other cars to pass on CS Owen while loading. If you have an older student to pick up as well, you will first pick up your older child, then proceed to the kindergarten area.

PREK (Green Tag)

Parents of PreK students will enter the bus loop at their designated time. Times will be given by each child's teacher. Cars will enter the bus loop and turn left into the stacking lanes. Please fill in the first spot available beginning with spots closest to the school. Parents should remain in their car.

Students will be walked to the car to be seat belted in by the parent. If a PreK student has an older sibling, the sibling will be loaded with the PreK student. You will not utilize both carlines, **only** the PreK carline.

CARLINE NAME TAGS

All students will receive a CARLINE NAME TAG during meet & greet and/or the first days of school. Write your child's name in BIG, BLACK, BOLD letters, and place it on your rear view mirror with the name facing out. This identification keeps the line moving smoothly. Please use the carline name tag all year because duty teams rotate. If the name tag is not displayed, you will be asked to park and go to the main office to verify the party picking up your child so that the car line can continue moving. If additional carline name tags are needed, notify the office.

TRANSPORTATION CHANGES

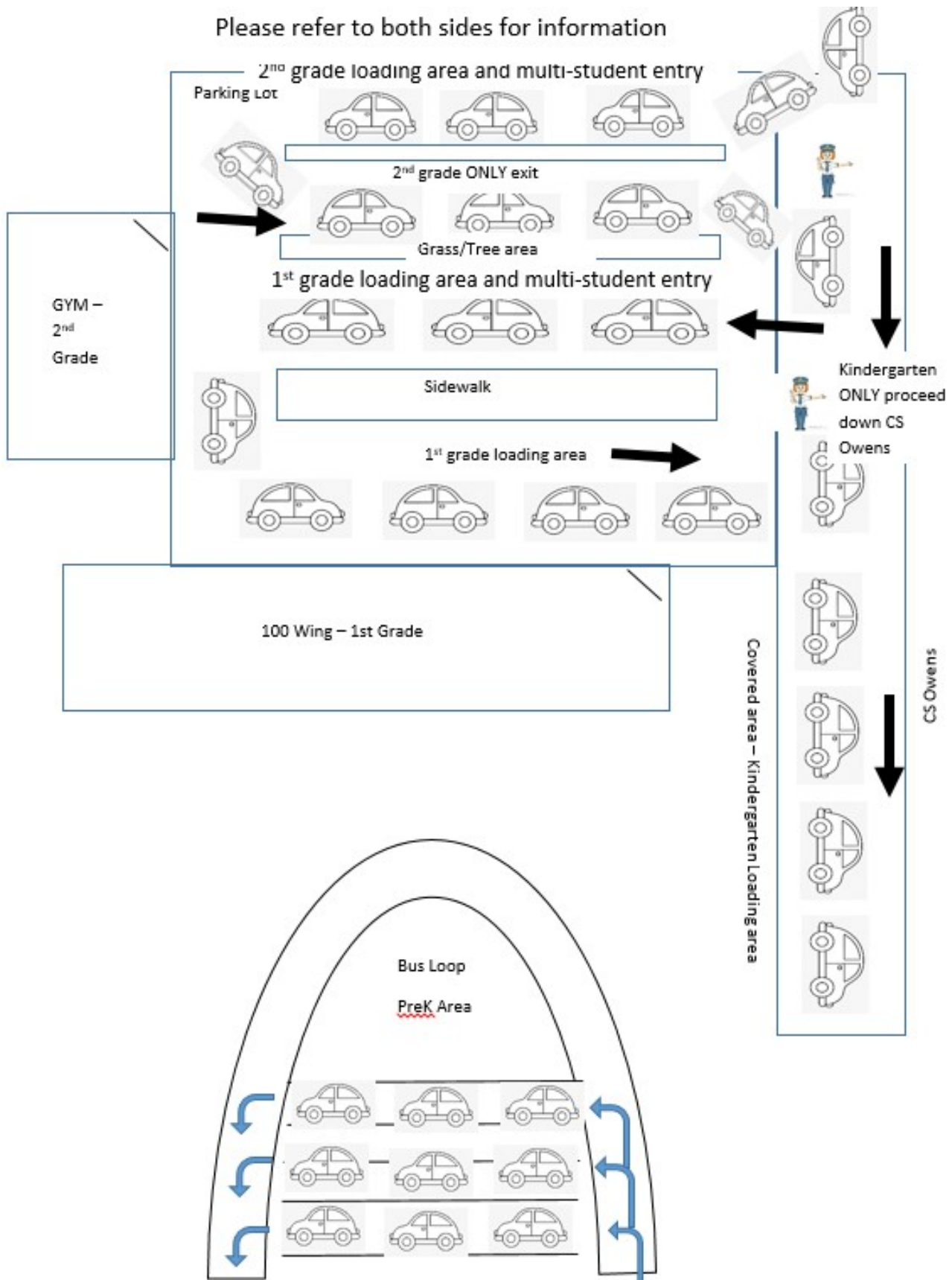
Your child's safety is our top priority; the following guidelines must be enforced:

- If your child needs to use a different form of transportation, inform the teacher in writing (not email) at least 48 hours before the change when possible.
- For your child's safety, we CANNOT rely on verbal notification from the child.
- Students who are going to another student's home MUST also bring written permission from the other child's parent.
- We WILL NOT accept transportation changes via fax, email or telephone.
- Transportation change notification must include the following:

Child's Full Name	Teacher's Name
Grade	Bus Driver's Name
Bus Number	Parent/Guardian's Signature

CARLINE ENTRANCE PATH MAPS/DIAGRAMS

Please refer to both sides for information



CARLINE TRAFFIC MAP

