

## CARLINE PROCEDURES

(revised 7/31/09)

**\*\*Cell phone use is prohibited during carline\*\***

### **Morning carline times:**

**8:15-8:30 AM** full day kindergarten – 6<sup>th</sup> grade (1<sup>st</sup> Floor)\*

**8:45-9:00 AM** two, three, and four year olds and half day kindergarten (2<sup>nd</sup> Floor)

### **Drop Off Procedure:**

**Full day kindergarten – 6<sup>th</sup> grade students:** Enter the parking lot at Moon Station Road or at the Main Street Entrance. Cars use both lanes of the parking lot, stopping at the parking spots closest to the building. After parking lot lanes are filled, cars are to use the overflow lot (south upper parking lot). Approach the drop off area at the 1<sup>st</sup> floor entry level, while alternating lanes from left to right. Please drive very slowly and follow any traffic signs or directions of staff members.

### **Two, three and four year old and half day kindergarten students:**

Enter the parking lot at Moon Station Road or at the Main Street Entrance. After the parking lot lane is filled, cars are to use the overflow lot (south upper parking lot). Cars use both lanes of the parking lot, while alternating lanes from left to right continue up the hill beside the school building stopping under the portico. Please drive very slowly and follow any traffic signs or directions of staff members.

**\*If you have students in full day kindergarten – 6<sup>th</sup> grade students and preschool, your children can be dropped off in carline with the Elementary student(s) on the 1<sup>st</sup> Floor. Your preschool student will be taken to the playroom monitored by paraprofessionals until class begins.**

**Afternoon carline times:** (In order to pick up a child in carline, you must have a carline number issued by FBCS. NO EXCEPTIONS!)

**12:00-12:15 PM** two year olds (2<sup>nd</sup> Floor)

**1:00-1:15 PM** three, four year olds & ½ day kindergarten (1<sup>st</sup> Floor)

**3:00-3:15 PM** full day kindergarten – 6<sup>th</sup> Grade (1<sup>st</sup> Floor)

**2's afternoon carline directions** - Follow morning drop off procedures. Each car is to display their child's carline number to the staff members working carline.

**3's, 4's and ½ day K5 afternoon carline directions** - Enter the parking lot at Moon Station Road or at the Main Street Entrance (South Parking lot going toward the City of Kennesaw). Cars use both lanes of the parking lot in front of the playground area, stopping at the parking spots closest to the building. After parking lot lanes are filled, cars are to use the overflow lot (south upper parking lot). If you arrive prior to your appointed carline time, you will need to use the south upper parking lot to wait until such time. Approach the drop off area at the 1<sup>st</sup> floor entry level, while alternating lanes from left to right. Please drive very slowly and follow any traffic signs or directions of staff members.

**Full day kindergarten – 6<sup>th</sup> grade afternoon carline directions:** Follow morning drop off procedures. Each car is to display their child's carline number to the staff members working carline.

“King” or “Queen” of carline was granted to two school volunteers through a lottery. Please allow them to pass to the front of carline. They will have a sign displayed in their car.

Please note – staff members will be in the parking lot to direct drivers during the first couple days of the first week of school for both Elementary and Preschool.