

# **Riverbend Galileo Car Line Procedures**

**2023-2024**

**\*\*\*For the safety and security of our students, parents cannot use cellphones in Carline\*\*\***

## **Morning Car Line Procedures**

Carline will open at 7:50 a.m. and close at 8:25 a.m. Cars will drive in the main entrance located off Cameron Ave. Once you have pulled in to the entrance, you will take an immediate right, looping past the playground and around the back of the building. Parents should line up in both lanes of the driveway and stop at the stop sign. Parents should wait to be directed forward into a single line to drop of student(s).

Once all children have unloaded and after being flagged to leave, parents will be directed to carefully pull forward through the parking lot, exiting to Cameron Ave (left) or onto SR 46 (right).

Once car line closes @ 8:25 a.m., parents can start pulling up in the lane closest to the front office and safely drop off their students. At 8:30 a.m., parents must exit their cars and sign children in as children are late at that time.

Students cannot be dropped off until Galileo Staff are present in carline to receive them after 7:50 a.m.

## **Afternoon Car Line Procedures**

Students will be dismissed in zones in order to provide an efficient system for pickup. Car Line will open at 3:20 p.m. for kindergarten-second grade dismissal. Students in grades 3-5 will be dismissed beginning at 3:30 and Middle School students will be dismissed at 3:40 p.m. If a car is picking up students in multiple time brackets, all students will be ready for pick-up at the time the oldest student is dismissed. Parents must arrive in the car line **at their zone time or later** to pick up their children.

At the Back to School Event, parents will be given their two car line tags per family, with their child's first and last name and zone number one, two, or three. Any additional tags needed will be \$1.00 per tag. Requests for additional tags should be emailed to Abby Dueitt (abby.dueitt@galileogiftedschool.org). When using the car line, please have this card clearly displayed, hanging from the rearview mirror or your dashboard where the car line volunteers can see it. If you have multiple families in the same vehicle, please clearly display each card. Student names will be announced to facilitate a quick transition of students to their waiting parents in the car line. **Parents without cards will be directed to pick-up their children in the front office.**

**Zone 1** (3:20 dismissal for grades K-2) cars will drive in the main entrance located off Cameron Ave. Once you have pulled in to the entrance, you will take an immediate right, looping past the playground and around the back of the building. In the afternoon, the carline will form in two lanes: parents who will exit after car line on SR 46 should enter on the right side of the car loop, those exiting onto Cameron Ave should enter car line on the left. Once your car arrives at the stop sign, the car line volunteer will instruct you to pull forward using both lanes. Please pull all the way forward as close to the car in front of you as possible. Students will be matched to car line tags and assisted into cars by safety patrols. Once every car in line is ready, that line will be dismissed to drive around the building, and out the Cameron Ave exit.

**Zone 2** (3:30 dismissal for grades 3-5) cars will arrive after 3:30 and follow the zone 1 procedures. **We ask that zone 2 cars refrain from arriving early as those students will not be in car line until 3:30.** To ensure a smooth and efficient car line, cars arriving before their scheduled time will be asked to pull around and get back in line until their students are ready for pick up.

**Zone 3** (3:40 for Middle School students) cars will arrive after 3:40 and follow the zone 1 procedures. **We ask that zone 3 cars refrain from arriving early as those students will not be in car line until 3:40.** To ensure a smooth and efficient car line, cars arriving before their scheduled time will be asked to pull around and get back in line until their students are ready for pick up.

## **Important Notes:**

- Children will exit and enter vehicles on the driver's side of the car.
- Please wait to be flagged for dismissal from carline.
- In the afternoon: If you are in the left lane, you will exit to Cameron Ave. Those in the right lane will exit onto SR 46.