

## Galileo Car Line Procedures 2021-22

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

### Morning Car Line Procedures (K-6)

Car line will open at 7:50 a.m. and close at 8:25 a.m. Cars will approach the school on Skyway Drive and enter through the last school entrance near the retention pond. They will loop around the perimeter of the school, passing the playground, and continuing along on the driveway as it parallels Kentucky Ave. As cars turn the corner closest to the marquee sign, they will stack near the cones, stopping at the closest cone available near the front of the car line.

Once all eight cars have entered into the unloading zone, children will be escorted from the cars and into the campus. Parents will be directed to pull forward and either loop the front driveway if in the left lane or exit on Skyway Drive if in the right lane.

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

### Afternoon Car Line Procedures (K-7)

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 grades 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. Parents who arrive early will be asked to reloop the line.

At supply pick up, 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 Kristin Ripley (kristin.ripley@galileogiftedschool.org). When using car line, please have this card clearly displayed, hanging from the rearview mirror or your dashboard where the car line staff 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 approach the school on Skyway Drive and enter through the last school entrance near the retention pond. They will loop around the perimeter of the school, passing the playground, and continuing along on the driveway as it parallels Kentucky Ave. As cars turn the corner closest to the marquee sign, they will stack near the cones, stopping at the closest cone available near the front of the car line.

Once all eight cars have entered into the unloading zone, children will be escorted into the cars. Once parents have received their child(ren) inside the cars, they will remove their car tag from the rearview mirror, which signals carline staff that the car is ready to exit. Once all cars are loaded, parents will be directed to pull forward and either loop the front driveway if in the left lane or exit on Skyway Drive if in the right lane.

**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 the 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. Cars will approach the school on Skyway Drive and enter through the last school entrance near the retention pond. They will loop around the perimeter of the school, passing the playground, and continuing along on the driveway as it parallels Kentucky Ave. As cars turn the corner closest to the marquee sign, they will stack near the cones,, stopping at the closest cone available near the front of the car line.

Once all eight cars have entered into the unloading zone, children will be escorted into the cars. Once parents have received their child(ren) inside the cars, they will remove their car tag from the rearview mirror, which signals carline staff that the car is ready to exit. Once all cars are loaded, parents will be directed to pull forward and either loop the front driveway if in the left lane or exit on Skyway Drive if in the right lane.

**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 the 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. Cars will approach the school on Skyway Drive and enter through the last school entrance near the retention pond. They will loop around the perimeter of the school, passing the playground, and continuing along on the

driveway as it parallels Kentucky Ave. As cars turn the corner closest to the marquee sign, they will stack near the cones,, stopping at the closest cone available near the front of the car line.

Once all eight cars have entered into the unloading zone, children will be escorted into the cars. Once parents have received their child(ren) inside the cars, they will remove their car tag from the rearview mirror, which signals carline staff that the car is ready to exit. Once all cars are loaded, parents will be directed to pull forward and either loop the front driveway if in the left lane or exit on Skyway Drive if in the right lane.

### **Afternoon Walk Ups**

Cars will approach the school on Skyway Drive and enter through the last school entrance near the retention pond. You will turn left at the farm, find an available (legal) parking space, and park. You will then follow the sidewalk along the carline loop and approach the door indicated for walkups. You **MUST** have your carline tag in hand if choosing to walk up. Once you have received your student(s) you will follow the sidewalk around the carline loop and safely walk back to your car. As you approach the exit of the parking lot, you must yield to cars exiting the carline.

### **VPK Drop off and Pick up**

**Please have your car tag posted on your rearview mirror as you enter Galileo Property.**

**VPK DROP OFF** - Cars will approach the school on Skyway Drive and enter through the last school entrance near the retention pond. When you enter, turn on your hazard (flashing) lights. Turn left at the farm and follow to the end of the fence or to the car in front of you. You should be parallel with the fence at the sidewalk. You will remain in this line until a staff member directs you to pull into the carline loop. Leave your hazard lights on until you enter this loop. When you pull through the loop you will pull up to the next available traffic cone closest to the front office. Once parked in the driveway, VPK children will be greeted by Galileo Staff and assisted in their exit from their vehicle. Once each child has exited the vehicle, parents will be flagged to exit the campus onto Skyway Drive. Please do not exit the loop until instructed to.

**VPK PICK UP** - Cars will approach the school on Skyway Drive and enter through the last school entrance near the retention pond. When you enter, turn on your hazard (flashing) lights. Turn left at the farm and follow to the end of the fence or to the car in front of you. You should be parallel with the fence at the sidewalk. You will remain in this line until a staff member directs you to pull into the carline loop. Leave your hazard lights on until you enter this loop. When you pull through the loop you will pull up to the next available traffic cone closest to the front office. Once parked in the driveway, VPK children will be greeted by Galileo Staff and assisted in their entrance in their vehicle. Once each child has entered their vehicle, parents will be flagged to exit the campus onto Skyway Drive. Please do not exit the loop until instructed to. If you have another student to pick up you will need to exit as instructed then turn left onto Skyway and re-enter the carline.

AM class and Wrap-around drop off times are: 8:30-8:45 Pick up time AM is 11:45-11:50

PM class drop off is 12:05-12:15 PM and Wrap-around pick up is 3:15-3:20