



## Edna Maguire Elementary

### 2009-2010 Car Line Information

Using the Car Line is a safe and convenient way to drop-off and pick-up students at Edna Maguire Campus. The success of car line relies on **two major components**: 1) Drivers follow all the rules of car line and 2) our Volunteers- thank you! Please be patient though, as we're sure to encounter some growing pains while we figure out the proper procedures.

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

##### Morning Drop-Off

There are five volunteers in Main Back Lot. 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. Wait until you are in a station where a parent volunteer can assist your child out of the car.

If you have car seats to leave, or children who aren't quite prepared to exit the vehicle upon entering the Car Line, please park in the lot, on Lomita off campus or in front of Ring Mountain next door and walk your children in.

##### Afternoon Pick-Up

This process works best when everyone is aware of the procedures, and respects the rules in place for the safety of our children and our volunteers. There are five volunteers in the Main Back Lot.

- As you approach the pick-up line, please note there are two designated lanes: A right pick-up/ drop-off only lane and a left exit only lane for those not needing to use pick-up/drop-off, but simply need to exit the parking lot. **You should NEVER park in either of these lanes!**
- 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 turn your engines off while waiting for the car line to begin if you arrive early.
- When using the Car Line, you must display your Car Line place card that names your children and their grades. Display this place card on the passenger side of your dashboard so volunteers are able to read it easily. This is how we will call your child into the pick-up zone. When volunteers have to stop you to ask for the name of your children, it delays pick-up, and causes a back up of traffic. Please provide a place card to anyone using Car Line. Extra place cards are available in the Edna Maguire school office.

Grades 1-5 are dismissed most days at 2:50 PM. Please allow students a few moments to get from their classrooms to the Car Line area. In most cases, the Car Line becomes active at approximately 2:55 PM. Wednesday Car Line will be from 1:20-2:00 PM to include Kindergarten. Volunteer Teachers are assigned to an area to supervise students during pick-up. Students must stay with their group as instructed. They may only leave their designated area when their name is called through the bullhorn. Students are not to enter vehicles until they are in one of the four positions in the front of the line. It is a hazard to allow your children to walk down the line and enter your car outside of the pick-up area. This disrupts the flow of traffic, and can be very dangerous.

**Do not leave your vehicle unattended at any time while in the Car Line!!!!**

The Drop-Off and Pick-Up area is a designated Emergency Vehicle Lane intended for drop-off and pick-up only.