

# **Bacich Elementary Car Line Procedures**

## **2018-2019**

Over 400 Children use Car Line everyday- please read this important information to ensure everyone's safety. 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.

### **Morning Drop-Off**

Carline will begin at 7:45 a.m. and is available in both the main parking lot and the kindergarten parking lot.

There are 4 volunteers in our Main Lot (Sir Francis Drake Blvd), 3 volunteers in our Kindergarten Lot, (McAllister Ave.), and 1 volunteer crossing guard from Marin Enrichment to school.

As you approach the drop-off area, please remember the following:

- Please only drop-off your child in the designated area where there is an adult to open the car door.
- No cell-phone usage.
- Have your child seated on the right side of the vehicle ready to exit on the curbside.
- Pull as far forward as possible to allow the maximum number of cars to unload at once.
- Please be respectful to the parent volunteers who are assisting your child exiting the car!
- If you have car seats to leave, or children who are not quite prepared to exit the vehicle upon entering the Car Line, please park off campus and walk your children into school.

### **Afternoon Pick-Up**

Pick up times are as follows:

Monday, Tuesday, Thursday and Friday Wednesday

- Grades 1 & 2 2:20 p.m. Grades 1 & 2 12:15 p.m.
- Grades 3 & 4 2:53 p.m. Grades 3 & 4 12:30 p.m.

There are 3 volunteers in the Main Lot, 2 volunteers in the Kindergarten Lot, and 1 volunteer crossing guard from Marin Enrichment to school.

- Please form 2 lines in the Main Lot beginning at the "Double Line Start Here" sign near the Community Center. The left lane should merge IN FRONT of the sign as you approach the pick-up area. The two-line approach is essential to alleviate back up traffic on SFD Blvd.
- Please form one line in the Kindergarten Lot.
- Please stay off your cell phone while the car line is active!
- Please display a Car Line placard on the passenger side of your dashboard so volunteers are able to read it. When volunteers have to stop to ask for the name of your children, it delays pick up, and causes a back-up of traffic. Please provide a placard to any family member or caregiver using Car Line. Extra placards are available in the closet outside the Bacich Office.
- Please pull as far forward as possible to allow four cars along the curb at one time.
- Volunteers will send children down the line to meet you.
- Teachers are assigned to supervise students during pick-up.
- Students must stay behind the fence and remain grouped together as instructed. They may only leave the fenced area when their name is called. Students are not to enter vehicles until they are in one of the 4 stations. These stations are indicated by colorful shapes painted along the curb.

- Children still waiting for their ride 15 minutes after dismissal will be taken to the office to wait for their parents/caregivers. If you arrive 15 minutes after dismissal, you must park off campus and pick up your child from the office.
- DO NOT leave your vehicle unattended at any time while in the Car Line!
- The Drop-Off and Pick-Up area is designated Emergency Vehicle Lane intended for drop-off and pick-up only.