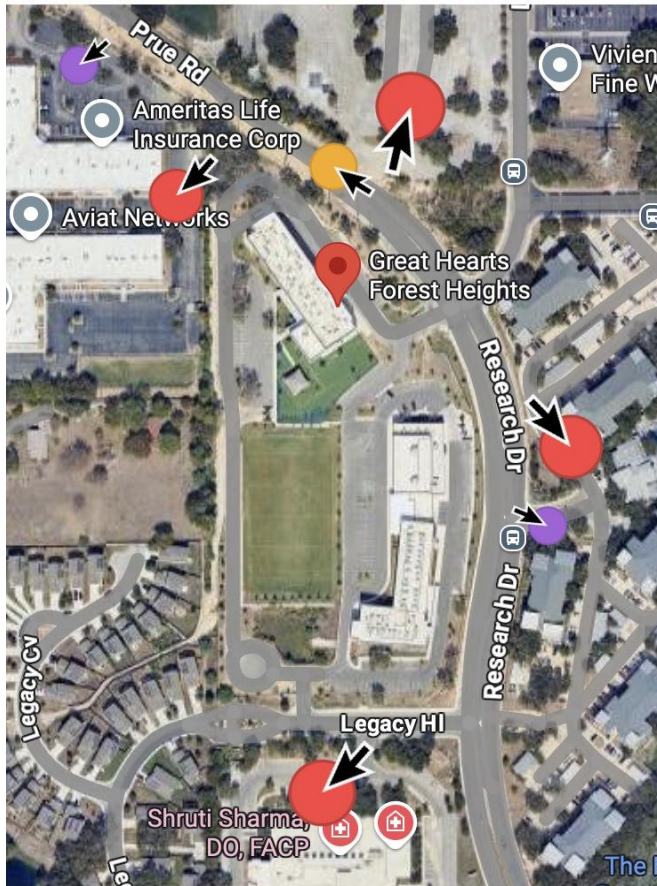


Carline, Drop-Off & Pick-Up Procedures



ALWAYS USE THE CARLINE.



Walking is for families who live within one mile of the school.

These are all private properties. Do not park in their lots to walk to and from campus.

Do not use businesses to turn around.

Do not make a u-turn on the street.

General Traffic Rules

- **Right Turns Only**
All vehicles must make a **RIGHT TURN** into campus from Prue/Research Road or Legacy Hill. During carline hours, families may **ONLY** turn right off of Prue Rd. into the school entrance. Vehicles may **NOT** drive straight through the traffic light nor turn left off of Research Dr. into the campus.
- **Follow Staff & Police Instructions**
 - Always follow directions from traffic captains, faculty, and uniformed police officers.
 - Officers are acting on school-issued instructions, including access times.
 - Arguing with staff or officers is not permitted.
- **No Cell Phone Use**
 - Cell phone use (including hands-free) is not allowed while in carline.
 - Stay alert and watch for students at all times.

- **Remain in Your Vehicle**
 - Do not exit your car unless specifically instructed.
 - Staff will assist students with entering and exiting vehicles.
 - If you need additional time for buckling/unbuckling, pull forward when directed to avoid delaying others.

Late Arrivals

- **K–5 (Lower School) arrivals after 7:45 AM:**
 - Park in a designated “Visitor Parking” space.
 - Walk your student to the front desk and sign them in using the iPads provided.
 - A tardy pass will be issued. **Recording of tardies for K–5 also begins at 7:50 AM.** Students must be in class by then to be considered on time.
 - **Do NOT drop off K–5 students at the upper school.** If you arrive late and there is no one directing traffic in the upper parking lot, you must still drive through the **Lower School carline** for drop-off. K–5 students must always be signed in by a parent if arriving after carline closes.
- **6th–12th arrivals after 7:45 AM:**
 - Pull into one of the **Visitor Parking spots on the Legacy Hill side of campus** and drop off your student.
 - They do **not need to be signed in** at the front desk.
 - **Recording of tardies for 6–12 begins at 7:50 AM.**
 - **Student drivers** must ring the bell at the door near the retention pond (**Door C2**) to be let in from the parking lot. After entering, they are required to **check in at the front desk** before proceeding to class.

Afternoon Pick-Up

Lower School Entry Access

- Follow your wave time (see below)
- Officers will begin allowing vehicles into the lower school parking lot at **3:22 PM on regular days** and **1:22 PM on early release days**. Officers follow **school-issued directions** and will **turn away vehicles that arrive before access times**.
- There should be no driving slowly or waiting on the side of the road until the specified time. This prevents backups on Prue/Research Road and maintains a safe dismissal flow.

Upper School Gate Closure

- Follow your wave time (see below)
- The **upper school gate is closed** from **2:45–3:22 PM** on regular days and **12:45–1:22 PM** on early release days.
- Officers follow school-issued directions and will turn away vehicles that are blocking the road before the gate opening time.

Lower School Lot (K–5 only, no 6–12 siblings)

- Teachers release students and escort them to vehicles.
- When the traffic captain calls a “**Load Back**,” students will walk to cars.
- Instruct your students on the color of car you have so they will be actively looking for it.
- Drivers use thumbs up (ready to leave) or thumbs down (still waiting) to signal the captain.
- If a student is delayed, drivers must keep the placard visible and may be directed to pull forward near the front doors.

Upper School Lot (6–12 students and any K–5 siblings)

- K–5 students join their older siblings in a supervised area under the awning. Older siblings should check out the younger ones from the teacher who is supervising them at the picnic tables then they should proceed to the upper carline together. Please have the older siblings keep track of their younger ones. They should not be walking alone.
- Instruct your students to be actively looking for their car.
- Same “**Load Back**” and thumbs up/thumbs down signal system applies.
- If only picking up a K–5 student that day, use the **Lower School Lot** instead. Make sure to communicate with your child that information.
- At the end of carline if your student was not picked up by 4:10/2:10, they will be walked by an upper school teacher to the lower campus to call their parent. .

Walk-Up Pick-Up (Lower Front Door)

- **Eligibility:** Only families who **live within a one-mile walking radius** of campus may use walk-up pick-up at the front doors.
- **No Off-Site Parking:** You **may not park** in the school lot or any surrounding **business/medical/apartment lots** and then walk up to pick up or drop off your student.
- **Prefer Carline:** If you do not meet the one-mile criteria, use the **carline**, which is the safest and most efficient method.
- **Wave Time:** Parents who pick up must arrive **during their assigned wave time** (same as carline).
- **Placard:** Bring and display your **carline placard** to the staff member at the front doors.
- Lower school students will NOT be released to upper school siblings to walk off campus. A parent/guardian must pick up their student with the placard.

Walkers (Upper Front Door)

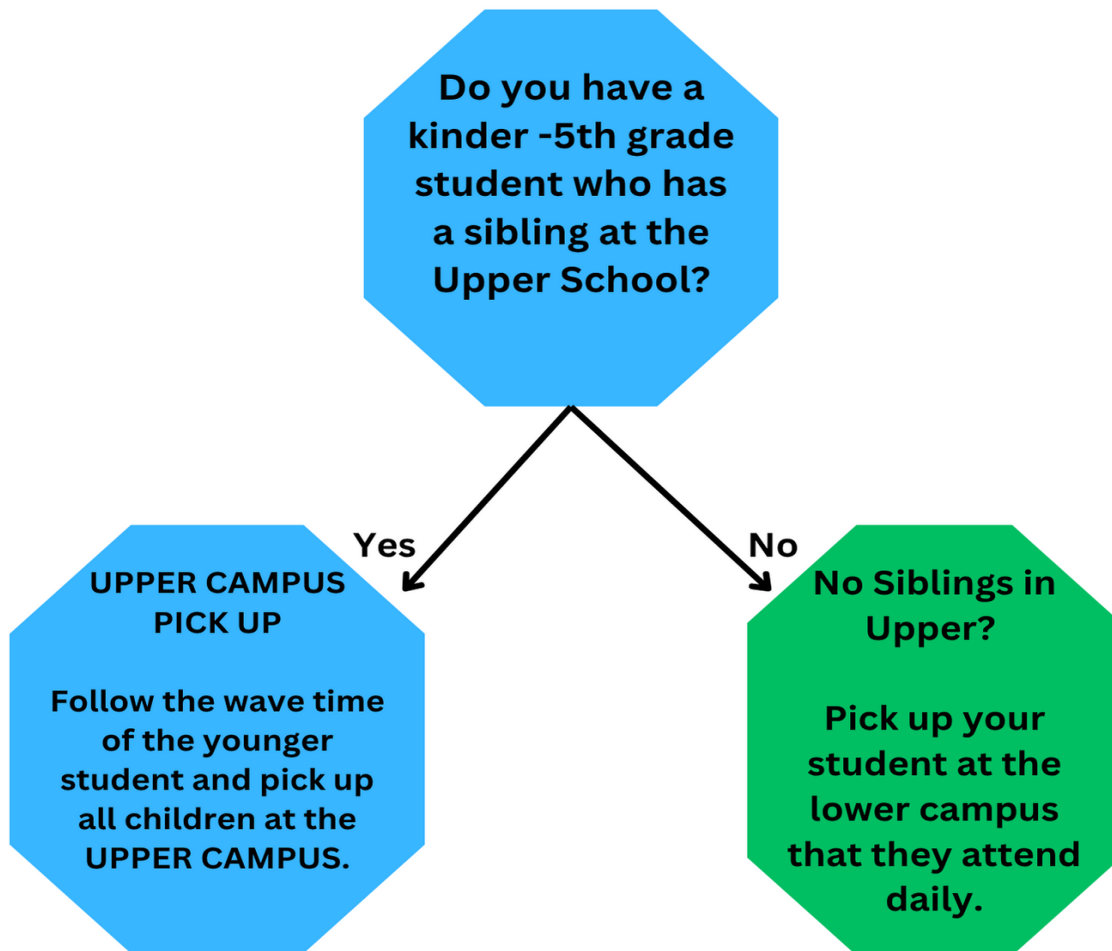
- **Eligibility:** Only families who **live within a one-mile walking radius** of campus may use walk-up pick-up at the front doors.
- **No Off-Site Parking:** You **may not park** in the school lot or any surrounding **business/medical/apartment lots** and then walk up to pick up or drop off your student.
- **Prefer Carline:** If you do not meet the one-mile criteria, use the **carline**, which is the safest and most efficient method.
- **Wave Time:** Parents who pick up must arrive **during their assigned wave time** (same as carline).
- **Parents who want their child to walk home from school, must complete a walker form.** Click this link to sign it digitally: [Walker form](#)

Wave Times (Pick-Up Schedule)

Pick-up Time	Lower School	Upper School
3:30 / 1:30	Kinder + LS siblings	6th + LS/US siblings
3:40 / 1:40	Grades 1–2 + LS siblings	7th + LS/US siblings
3:50 / 1:50	Grades 3–4 + LS siblings	8th + LS/US siblings
4:00 / 2:00	Grade 5	9th–12th + siblings

- **Do NOT arrive early.** Early arrivals create backups and extend wait times.
- Do not park in neighboring business lots, medical offices, or apartment drives to walk to the front door for pick up.
- No U-turns allowed on Prue Rd.

Which building do I pick up my lower school student if they have a sibling at the Upper Campus?



Student Drivers

Student drivers are permitted to park on campus. Parking is assigned with Seniors having the priority. For required forms, rules, and the release information, please see the link provided on our school website. [HERE](#)

Drop-Off & Pick-Up FAQs

- **When are tardies recorded?**
K–5 and 6–12 tardies are recorded starting at 7:50 AM. Students must be in their classrooms by 7:50 AM to be on time.
- **If we're late, do we need to sign in?**
K–5: Yes. After 7:45 AM, park in Visitor Parking and a parent must walk the student to the front desk to sign in.
6–12: No sign-in is needed for typical late arrivals; use the Visitor Parking spots on the Legacy Hill side of campus. **Student drivers** must ring the bell at **Door C2**, enter, and **check in at the front desk** before going to class.
- **Where do we drop off if we're late?**
K–5: Lower School—Lower School Visitor Parking, then sign in at the front desk.
6–12: Visitor Parking on the Legacy Hill side; no sign-in needed (except student drivers who must check in after entering at Door C2).
- **Can K–5 students be dropped off at the upper school if late?**
No. K–5 students may never be dropped off at the upper school. They must use the **Lower School carline** or be signed in by a parent if the carline has closed.

*See Traffic Flow Maps Below

Thank you for helping us keep the carline safe, smooth, and respectful for all families!

