



PERIMETER SCHOOL
A Covenant Christian Community

Carline Instructions

Perimeter School strives to provide the utmost in care for our students throughout the school day, but this is especially true when it comes to carline procedures. While an efficient carline is our desire, our number one goal is the safety of your children. A safe carline is everyone's responsibility!

All students will be dropped off and picked up at the Atrium Entrance at the barricade (either side), which runs through the middle of the parking lot. No drop-offs will be permitted at the Bricks Entrance (except for rainy day carline).

Because we value your children's safety above all else, protocol will be strictly enforced:

1. **No cell phone use** (talking, typing, or browsing) during carline.
2. Please **do not drop off any children in the parking lot**. Parents should never stand at their cars and wave at a child to come to them, nor allow a child to cross the street without an adult walking with him/her.
3. Children/parents should use crosswalks and not walk in between cars waiting in line.
4. **Drop-Off begins at 7:45 AM** for each morning carline area and **ends at 8:05 AM**.
5. Please do not let your child get out of the car for morning carline until an **administrator is in sight**.
6. **Afternoon Pick-Up runs either 12:15 - 12:30 PM or 3:15 - 3:30 PM**. As stated in the Parent Handbook, a fee of \$25 per half hour or any part thereof will be assessed to parents arriving late. These fees will be billed monthly through FACTS.
7. Please make a **carline sign** with the last name(s) of children in your carline. Letters should be at least 3 inches tall in black, and the sign should be placed where it is **visible** to teachers and staff in carline.

Carline Times

Students should not be dropped off before 7:45 AM unless they have prearranged adult supervision. There are no teachers on duty to supervise children before 7:45 AM. We highly encourage all families to make every effort to drop off their children between 7:45 AM and 8:05 AM. School begins promptly at 8:15 AM. Students arriving between 7:45 AM and 8:05 AM will proceed directly to their morning holding areas:

- Kindergarten - Pre-First: Atrium
- Grades 1-2: Midtown Auditorium
- Grades 3-5: Depot
- Grades 6-8: Gym

The school day runs from 8:15 AM until 12:15 PM or 3:15 PM.

Carline	Elementary Side	Middle School Side
7:45 - 8:05 AM Drop-Off	Atrium Entrance	Atrium Entrance
12:15 PM Pick-Up	Atrium Entrance	N/A
3:15 PM Pick-Up	Atrium Entrance	Atrium Entrance
Rainy Day 7:45 - 8:05 AM Drop-Off	Office Entrance Porte-Cochere	Bricks Entrance Porte-Cochere
Rainy Day 12:15 PM Pick-Up	Office Entrance Porte-Cochere	N/A
Rainy Day 3:15 PM Pick-Up	Office Entrance Porte-Cochere	Bricks Entrance Porte-Cochere

Adventure students will be escorted to and supervised at the pick-up areas.

Tardy Procedure

The adults who supervise morning carline will close carline at 8:05 AM. If you arrive after this time, please follow the appropriate directions below:

- For K-5 grade students who are tardy, parents must park and escort the student into the Elementary Office to receive his/her tardy slip. The doors to the elementary school secured area will remain open each morning until 8:30 AM. Please bring your name badge with you to access the secured area.
- For 6-8 grade students who are tardy, parents may drop the student off at the Atrium Entrance to walk to the Middle School Office to receive his/her tardy slip, provided he/she will be in the middle school secured area before 8:30 AM.
 - The doors to both the elementary and the middle school secured areas will lock each morning at 8:30 AM. If the child will not be on the school hallway by 8:30 AM, you will need to walk your child into the building, use your name badge to access the secured area, and check your child in at the Middle School Office. Due to the risk of lost name badges, parents may NOT send their name badges into school with their child if he/she arrives late.

Your child should be seated and ready to begin class at 8:15 AM. Children who are not seated and ready to begin at 8:15 AM are considered tardy. There are times when this policy can be waived due to extenuating circumstances.

As a reminder, our tardy policy is “excessive non-traffic tardies of five or more per semester will result in notification to parents.”

Parking

Parents are permitted to park and walk up to pick up their child in carline. However, at no time may parents walk between the cars in the carline.

Rainy Day Carline

Please make sure your children and their teachers are aware of the side on which you will be meeting them. We suggest that you keep your non-rainy day and rainy day carline pick-up plans the same to prevent any confusion.

What to Do If Your 3:15 PM Carline Has Elementary and Middle School Students

With the barricade in place that divides the property into two separate areas, you may pick up and drop off at either side. Please communicate with your students (and their teachers) which side of the barricade they are to proceed to for dismissal at 3:15 PM.

CARLINE ROUTES

Be sure to refer to the carline map to help visualize the directions below.

In the morning ALL students will be dropped off at the Atrium Entrance at the barricade that runs through the middle of the parking lot. **Students may not be dropped off at the Bricks Entrance in the mornings (except for rainy day carline).**

Note: There is a barricade that runs through the middle of the parking lot to prevent cars from cutting through the parking lots. This keeps our campus free from excess traffic, making it safer for our children. Please note that this means you must depart the property the same way you enter the property (either via Old Alabama Road or Vantana Way/Medlock Crossing Parkway). Please read the following **carefully** so that we can maintain the **safest and most efficient way** of running carline. Your cooperation is essential for this to happen, and we thank you in advance for your assistance.

VANTANA WAY/MEDLOCK CROSSING PARKWAY CARLINE ROUTE

ALL students (including 12:15 PM carline) will be dropped off and picked up at the Atrium Entrance at the barricade. Cars entering from Vantana Way should take the first right into the parking lot and travel along the back of the parking lot. Cars entering from Medlock Crossing Parkway should turn into the church parking lot and continue straight, turning right along the back of the parking lot. Cars will proceed along the back of the parking lot, turn left at the corner of the parking lot by the pool, and turn left again at the barricade in front of the track. Pull up toward the Atrium Entrance with the barricade on your right. Make another left turn with the sidewalk on your right, pulling up far enough to allow more cars to file in behind you. This allows others to drop off and pick up students at the same time, helping carline to move more quickly. PLEASE BE VERY CAREFUL OF PEOPLE USING THE CROSSWALK COMING FROM THE PARKING LOT. Also, be sure not to block any of the intersections or crossroads while sitting in the carline. Other traffic should be able to proceed through the intersections without difficulty. Proceed to exit via Vantana Way, Medlock Crossing Parkway, or Medlock Bridge Road.

Rainy Day Carline - Vantana Way/Medlock Crossing Parkway Carline Route

Cars will follow the normal route but will proceed to the Office Entrance porte-cochere for pick up or drop off.

OLD ALABAMA CARLINE ROUTE

ALL students will be dropped off and picked up at the Atrium Entrance at the barricade (not the Bricks Entrance). Cars are to enter the Bricks parking lot at the entrance closest to Old Alabama Road, then take a right following the longer pathway through the parking lot so that cars in line do not end up sitting on Old Alabama Road, possibly blocking the flow of traffic there. Pull up far enough so that other cars arriving may drop off and pick up at the same time. PLEASE BE CAREFUL OF PEOPLE USING THE CROSSWALK COMING FROM THE PARKING LOT. Please be sure not to block any of the intersections or crossroads while sitting in the carline. Other traffic should be able to proceed through the intersections without difficulty. Proceed toward the track and depart the parking lot going to the left.

Rainy Day Carline - Old Alabama Carline Route

On rainy days, students will be both dropped off and picked up under the Bricks Entrance porte-cochere. Cars are to enter the Bricks parking lot at the entrance closest to Old Alabama Road, then take a right following the longer pathway through the parking lot so that cars in line do not end up sitting on Old Alabama Road, possibly blocking the flow of traffic there. Pull up past the covered walkway far enough so that other cars arriving may be able to drop off and pick up at the same time. Proceed forward to the exit and depart the parking lot going to the left.

