

FACS JrK-6 Car Line Policies and Procedures

The safety and security of your child is one of our greatest priorities. In order to assist us in protecting your student, please read the following policies and procedures that are required of all car riders. Your understanding and cooperation is greatly appreciated.

- Your car line numbers are enclosed, the additional numbers are for relatives who frequently help you with carline pick-up. Please store the remainder in a safe place to replace lost copies.
- Car line starts the first day of school on Monday, August 13, 2018 **at 2:50** p.m. On half-days carline will begin at **11:15** and full-days at 2:50 p.m. unless otherwise notified. Carline is open for 25 minutes.
- Car line numbers must always be visible hanging from your rearview mirror **when you enter the car line calling zone and remain until your child is in the car.**
- Please **enter the campus on the West side** of the building to get in line. Students will be picked up along the East side of the building.
- Please leave space at the designated places in the parking lot for Mother's Day Out dismissal at 2:30 p.m.
- Students will only be dismissed to vehicles in the car line. NO walk-ups allowed. **Official FACS numbers are necessary.**
- Students will be loaded CURBSIDE ONLY. **All cars exit only on the West side** where security is supervising traffic flow.
- Please DO NOT check out students to avoid car line. Classrooms are in transition at the end of the school day; therefore students with after school doctor/dentist appointments will not be called down after 2:30.
- All students will be sent to a car line waiting pool. Students in After School Care and all after-school activities will be picked up by their sponsor. Please inform your child's teacher of any changes.
- Send a note to your teacher (along with the car line number) if your child is riding home with another student. All official numbers being utilized that day should be prominently displayed. FACS must have notification of last minute, unavoidable changes for your child to be loaded in an unfamiliar car.
- Athletic try-outs: Students wishing to **try out** for a sport after school are sometimes picked up by a coach from the car line waiting pool. To release FACS Elementary of responsibility, parents must email their child's classroom teacher giving permission to be picked up by another person designated to take students to the try-out and to give permission to attend.
- Participation in after-school clubs, activities, and athletics: **Once rosters are formed**, a car line release form must be submitted to the coach before a child can be transported from car line to the after-school activity. This form is available through the leader/coach or can be found on the school's website under ELEMENTARY INFORMATION. Return the completed form to the coach, who will submit your release to Elementary Administration.
- The car line is a **NO CELL PHONE ZONE once you reach the caller zone.** Violations will be reported to security.
- The process will end promptly **at 3:15p.m.** Students who have not been picked up will be sent to *After-School Crusader Care*. You will be assessed a drop-in fee for this service. On half-days the process ends **at 11:40 a.m.** After care is not available on half-days.
- There will be NO car line on weather-related early dismissal days, class party days (Harvest, Christmas, and Valentine's parties), field day and Grandparents' Day. Parents/guardians will need to park and pick up students at their classrooms. A weekly parent newsletter will highlight NO car line days we know in advance.
- In the event of severe weather, the dismissal process may take longer than usual. Our goal is to keep everyone safe.

Thank you in advance for following these rules and keeping our children safe each day during dismissal. If, for any reason, we change any aspect of the dismissal policies and procedures, you will be informed in writing. Please keep this document in a prominent place as a reminder. **Remember to share this information and any changes with all persons responsible for picking up your child.** Contact Holly at hestes@fascmemphis.org if additional official numbers are needed for multiple cars or lost numbers. A fee will be assessed for re-prints.