



226 Black Oak Boulevard, Summerville, SC 29485 ■ Phone 843-873-9310 ■ Fax 843-873-5709
www.summervillecatholic.org

CARLINE DROP-OFF/PICK UP 2018-2019

- The drop-off and pick-up zone is at the **front of the school only**. Staff members will always be on duty in the morning and afternoon to assist the students. No student will be dismissed to any other parking area.
- No student will be released between 2:45 PM and dismissal time. Please do not come to the office to pick your student up early to avoid the carline.
- In order to minimize disruption and noise, please do not wait in the office, stand in the hall or outside your student's classroom before dismissal time. The end of an academic day is very important. It is at this time that "last-minute" review and instructions are given to all students.
- **Parents, grandparents, or drivers are to remain in line, in your car. Wait for your student to come to the car.** Please do not park in the parking lot or along the no parking area of Black Oak Blvd. and walk down the hill to pick up your student. We will not let your student walk up the hill or across the street to your car.
- **School issued carline tags should be visible, until your student(s) enter your vehicle. Teachers and staff on the curb should be able to see carline tags, so they may direct students to the appropriate loading station.** If a car does not have a name tag displayed in the window, you will be directed to park. You will have to go into the office to sign your student's out at 3:30 PM.
- For those families who carpool, there are two options for carline pickup:
 1. Have the carline tag displayed for all students riding home in the car.
 2. Send an email or note to the office from parent saying whom the student is riding home with. This notification must arrive before 2:30 PM to insure the message is received before carline begins.
- Students opting to walk or bicycle home by themselves will be released at 3:30 PM. This will minimize any potential possibility of a student stepping into or riding into the path of a moving vehicle.
- Families who choose not to follow these procedures will be asked to leave Summerville Catholic School.

Traffic Plan:

To ensure the safety of our children during arrival and dismissal times, it is **imperative** that families cooperate with the following traffic plan:

1. The first 7 spots in car line are reserved for those who purchased the spot during our PSA auction. These families will park in the school driveway pick up zone. **Those families who have rights to the first 7 carline spots must be in their respective spots by 3:00 PM.** All others please form **two lanes** of cars on the gravel area and **one lane** on Black Oak Blvd.
2. **Beginning at 3:00 PM, the car closest to the school building (Lane 1) may begin to move forward, followed by the next gravel lane (Lane 2) and finally the lane on Black Oak Blvd. (Lane 3) may move forward. Please be courteous and allow all vehicles to follow the lane rotation.**
3. Drive close to the curb, and move all the way forward when discharging or picking up students.
4. **Do not exit your vehicle while in the drop-off/pick-up line.** If you need to enter the building, you must **park your vehicle in a parking spot** in the lot to avoid disturbing the flow of traffic.
5. Please do not attempt to enter the back lot against the flow of departing traffic. The back lot entrance is closed to in-coming traffic during normal student drop off and pick up times. Everyone's time is valuable, and if you stay in your car and move through the line, it will be better for all involved. The only thing that truly matters is the safety of all our students and staff.
6. Drivers should refrain from using cell phones during carline.

Any student **not picked up by 3:30 PM** will be escorted to the Extended Day Program (EDP). The drop-in rate of \$8.00 per hour, per student, will be pro-rated, in intervals of fifteen minutes for each student attending. (Please see the EDP director for more information.)