

Immaculate Conception Carline Procedures

All Kindergarten through Grade 8 families must use the elementary building carline for drop off and pick up. With your help, our goal is to establish smooth and efficient student drop off and pick up carline procedures, while keeping everyone safe, organized, and socially distanced.

Please stay in your car, we will help our students out of the car after a quick temperature check. Due to restrictions, **only** students and ICS employees are allowed in the building while school is in session. Eliminating adults parking and walking up to the building during drop off and pick up is essential to help us stay organized and safe. Our talented office staff will be involved in helping with the carlines. If you need help at the beginning or end of the school day, please leave a message on the answering machine. Your calls will be returned promptly. Our office staff will happily answer questions and guide you with additional assistance.

Morning and Afternoon Carlines will follow the same route upon entering the church/school property. The main driveway is *St. Mary's Hill*. At the fork in the road (before the church, bear right, the church will be on your left. There will be signs along the drive to guide you.

MORNING DROP OFF CARLINE: (includes late arrivals)

Early Drop Off: 7:30 am

School start time: 7:50 am

Continue up the driveway, following the signs that will lead you to the front of the school building. Your passenger door will be curbside. Staff will direct you at this point. Please have students seated on the right side of your car with the window open and doors unlocked.

Students are not allowed to leave the car until:

A staff member does a quick temperature scan. If your child has a temperature of 100.4, you will need to take your child home.

Please note: The route for *Morning Drop Off* has not changed.

IMPORTANT: Once your child has left your car, please **do not** try to go around the car in front of you, unless a staff person is directing you. This will help keep everyone safe.

AFTERNOON PICK UP CARLINE:

Dismissal: 12:30 pm

There will be two Pick Up carline locations. We will dismiss by family name and your student/s will be ready to enter your car at dismissal.

1-Single car riders: Come up St. Mary's Hill and stay to your right at the fork, as if you are going to the front of the building. You will follow the "Single Rider" sign and make a right into the cemetery. Continue around the back of the building and pull up curbside at the side of the building (north door), between the playground and building. Staff will assist students with dismissal from the side door of the building.

2-Multiple car riders: Follow the same procedure as morning drop off. Dismissal will be from the front of the building (curb side).

IMPORTANT: No carline switching. Even if you are carpooling for a day, stay with your carline door.