

CAR LINE – PLEASE READ!!!

We run 2 car lines for elementary (pink) and 2 lines for secondary (green). **Students in grades 6-12 are considered secondary** and should you have children in *both* elementary and secondary you will follow the secondary (green) instructions.

Elementary comes up the hill and takes the 2nd left into the parking area. IF you are the 1st car in line please move all the way to the curve *past* the rose garden. Secondary travels farther up the parking lot and curves around towards the elementary wing and stops at the corner of the building. When moving in the car line, cars should always be to the left of the yellow fire lane hash marks in the front of the school.

PLEASE SEE DRAWING ON BACK!!!!!!

Each family will be given name cards and needs to pick that card up at orientation or come in the office the 1st week of school.

Please place this card in the front window of your vehicle as you drive up and leave it there **UNTIL** your child is in your car.

These numbers are on neon pink or neon green paper. Neon pink is for elementary ONLY families. Neon green is for secondary students and families that are split between the two groups. Due to this new color coded name program **EVERY FAMILY** needs to pick up a new car line name card.

Dismissal times:

K4-5th (elementary): 3:20

6th-12th (secondary) families split between elementary & secondary: 3:30

An email needs to be sent to Mrs. Clark at: kclark@heritage-academy.net by 2:30 IF:

- you wish to pick your child up earlier than their assigned time
- someone else is picking your child up (please include their name & vehicle type)
- your child is going home with another child's family from school
- your child is enrolled in an outside after school program (i.e. karate, music, etc.) that will be picking your child up. *A one-time email is all that is needed.* .

We will call your child's number and walk elementary aged students to your car. Secondary students will be allowed to walk to your waiting vehicle by themselves.

If your child needs assistance with car seats & seat belts, please be considerate of others and move through and out of the car line to buckle your child in.

The car line system is to be utilized by all students (elementary & secondary). Students should not be directed to meet their parents in the parking lot or other areas.

SAFETY is a priority. We will work to get you through quickly, but please be alert and drive at a safe speed. Stay close to the car in front of you in order to utilize all of our parking area.

PAY ATTENTION to the car line attendants. We utilize hand signals, motions, and whistles to direct and hopefully speed up the process.

EXAMPLES:

a thumbs up: do you have everyone that you need and are ready to exit? **ONLY** say yes if that is the case.

a waving arm: move in the direction that you are being waved

a raised hand: STOP

a finger pointed at you: you are the next car that we want to move

