

## Mary, Queen of Peace Catholic School



### Carline Procedures for Mornings and Afternoons

Dear Parents,

While we are excited about the growth over the past few years, with it comes greater safety concerns as our faculty, each morning and afternoon, get students where they need to be in under 25 minutes...that's more than 20 students per minute! In order to accomplish this safely each morning and afternoon, we have to enforce rules diligently. Through your understanding and cooperation this year's morning and afternoon procedures will go smoothly. Please remember, the first couple of weeks the carpool lines are always the longest....but it gets better!

Please read the following carefully as these rules will have to be strictly enforced:

#### **Morning Procedure:**

- Carline will begin promptly at 7:10. There is no supervision for students before this time and therefore, students cannot be dropped off before 7:10.
- Carline will follow the same route as last year's afternoon carline. However, in the morning, students in grades 2– 7, will get out on the passenger's side. Please follow the grade of the youngest sibling. There will be many faculty members directing you the first few days.
- Since we expect students to be here by 7:30 and will be considered late if not here by 7:35, please remember to come early. Students arriving after 7:35 will be given a tardy slip. Five tardy slips in a nine week period will be considered an absence.
- If a student comes to school after carline has ended, an adult must walk the student to the office and sign him/her in.
- Parents volunteering for morning carpool, please arrive by 7:10, park in front of the parish center, and walk through the parish center to get to carpool line. Thanks for your dedication to our school ministry!
- Morning assembly has also changed. We will have assembly on Monday mornings. On the mornings that students do not have assembly, they will go directly to the classrooms.
- As to not interfere with the school carpool line, we encourage parents to park in front of the parish center and walk your child to the classroom between 7:35 – 7:50. If your child has siblings you may either drop your pre-k-3 student off in the carpool line or go through carline and then park in the front of the parish center and walk your child to the classroom.

#### **Afternoon Procedure:**

- Carline will begin promptly at 2:40. Because of the number of students we are dismissing, all parents must wait in carline. If you are at the school at dismissal time, please wait in carline to get your child.
- Students in grades pre-K 4 – 1st will be on the school side of the carline. Pre-K 3 and students in grades 2– 7 will be on the parish center side of carline.
- Please check out students by 2:15 for appointments, etc. With the size of our school, our entire faculty will be helping with carline and therefore, it will not be possible to dismiss students other than through carpool procedures. We respectfully request that you do not

come to the school after 2:15 and ask to get your child, as this slows down the process for everyone and with the number of students we are dismissing, it poses a safety issue if a faculty member cannot fully supervise the area he/she is assigned.

- If there is a carpool/bus change for your child, please send a note to your child's teacher. Only in an emergency can we now make changes during the day.
- Parents volunteering for afternoon carline, please arrive by 2:25 and park in front of the parish center and walk through the parish center. Thanks for your dedication to our school ministry!
- While we realize that these procedures can be inconvenient, please know that we are putting these policies in place because at Mary, Queen of Peace, the safety of your child always comes first. Please feel free to call me if you would like to discuss this at greater length.