

# Galileo Car Line Procedures 2023-2024

**\*\*\*For the safety and security of our students, parents cannot use cellphones in Car line\*\*\***

## Morning Car Line Procedures (K-8)

**\*\*All cars will go through the car line\*\***

Car line will open at 7:50 a.m. and close at 8:25 a.m. Cars will approach the school on Skyway Drive and enter through the last school entrance near the retention pond. They will loop around the perimeter of the school, passing the playground, and continuing along on the driveway as it parallels Kentucky Ave. When the car line is busy, cars will proceed down both lanes, but will merge into one lane, which will be directed by a Galileo staff member. From the merge point on, the car line will remain one single lane. Students will exit the car, passenger side (school side), and walk to the closest open gate.

Once your student has exited the car and you have cleared your car area for no passing students or adults, you may exit the car line. If the car in front of you is not exiting right away, please be mindful of students and staff prior to going around. You will exit by taking a right onto Skyway Drive.

If for any reason you need to proceed into the parking lot, proceed with caution as you go through the intersection. Here are some examples of why you may need to park in the parking lot in the morning; 1. You would like to park your car and walk your student to cone number one. 2. Your student isn't fully ready to get out of the car. Examples: Shoes aren't on, backpack isn't ready, electronics, or maybe just needs a few more hugs and kisses. Please make sure your student(s) is ready BEFORE entering car line 3. You have already dropped your student off but have a meeting. 4. You have been directed by a Galileo staff member to park, walk your student into the office, and sign them in.

Students cannot be dropped off in the parking lot.

Students arriving at 8:25am or later will be directed to park and sign in at the front office.

Students cannot be dropped off in the parking lot.

If your student is going to be later than 8:45am and will need a school lunch, please call the front office to let them know.

Students cannot be dropped off until Galileo Staff are present in the car line to receive them beginning at 7:50 a.m.

## Afternoon Car Line Procedures (K-8)

Students will be dismissed in zones in order to provide an efficient system for pickup. Car line will open at 3:20 p.m. for grades kindergarten-second grade dismissal. Students in grades 3-5 will be dismissed beginning at 3:30 and Middle School students will be dismissed at 3:40 p.m. If a car is picking up students in multiple time brackets, all students will be ready for pick-up at the time the oldest student is dismissed. Parents must arrive in the car line **at their zone time or later** to pick up their children.

Parents who arrive early will be asked to reloop the line.

At meet the teacher, parents will be given their two car line tags per family. The tag will have their child's first and last name along with zone number one, two, or three. Any additional tags needed will be \$1.00 per tag. Requests for additional tags should be emailed to Kristin Ripley (kristin.ripley@galileogiftedschool.org). When using car line, please have this card clearly displayed, hanging from the rearview mirror or on your dashboard where the car line staff can see it. If you have multiple families in the same vehicle, please clearly display each card. Student names will be announced to facilitate a quick transition of students to their waiting parents in the car line. **Parents without cards will be directed to pick-up their children in the front office.**

### Tips for a successful and fast afternoon car line

- Galileo issued temporary tags are good for one day
- Homemade tags are not accepted
- Keep your tag up until your student(s) has safely loaded into the car
- Once your student(s) is loaded safely, remove the car tag. This indicates you are good to go

**Carline Entry Procedure:** Cars will approach the school on Skyway Drive and enter through the last school entrance near the retention pond. They will loop around the perimeter of the school, passing the playground, and continuing along on the driveway as it parallels Kentucky Ave. A staff member will be calling names prior to the white stop line. You may be asked to stop there to wait for the previous group of cars to finish loading. As cars turn the corner closest to the marquee sign, they will stack near the cones, stopping at the closest cone available near the front of the car line. Car number one will receive a pink tag on their windshield. If you are car number one, please pull all the way up to the front stopping cone blocking the lane.

Once all eight cars per lane have entered into the loading zone, children will be escorted into the cars. Once parents have received their child(ren) inside the cars, they will remove their car tag from the rearview mirror, which signals car line staff that the car is ready to exit. Once all cars are loaded, parents will be directed to pull forward and either loop the front driveway if in the left lane or exit on Skyway Drive if in the right lane.

**Zone 1** (3:20 dismissal for grades K-2) cars will arrive after 3:20 and follow the Carline Procedures noted above.

**Zone 2** (3:30 dismissal for grades 3-5) cars will arrive **AFTER** 3:30 and follow the Carline Procedures noted above. **We ask that zone 2 cars refrain from arriving early as those students will not be in the car line until 3:30.** To ensure a smooth and efficient car line, cars arriving before their scheduled time will be asked to pull around and get back in line until their student(s) are ready for pick up.

**Zone 3** (3:40 for Middle School students) cars will arrive **AFTER** 3:40 and follow the Carline Procedures noted above.. **We ask that zone 3 cars refrain from arriving early as those students will not be in the car line until 3:40.** To ensure a smooth and efficient car line, cars arriving before their scheduled time will be asked to pull around and get back in line until their students are ready for pick up.

### **Afternoon Walk Ups**

Cars will approach the school on Skyway Drive and enter through the last school entrance near the retention pond. You will turn left at the farm, find an available (legal) parking space, and park. You will then follow the sidewalk to the East side gate. Please use crosswalks and/or sidewalks, do not walk in front of traffic or across the road loop. You **MUST** have your car line tag in hand if choosing to walk up. Once you have received your student(s) you will follow the sidewalk around the car line loop and safely walk back to your car. As you approach the exit of the parking lot, **you must yield to cars exiting the car line.**

For the safety of all students, we ask that you refrain from calling or texting your student asking them to exit the building. Students will not be permitted to exit unless their name has been called.

### **VPK Drop off and Pick up**

VPK cars require signatures each day for both pick up and drop off.

Morning Drop Off:

Enter car line as noted above and make sure your hazard lights are turned on. A staff member will move the blocking cone and allow you to enter the front car line loop when it is your turn to pass the exit cones. You cannot enter the loop from the 2nd lane. Once in the car line loop, you will wait until VPK drop off starts (08:30). Please pull all the way up to the car in front of you in the loop. This will also allow you to drop off any K - 8 student you have in the normal car line procedure.

**Special Car Line instructions are also sent directly to VPK parents**

**Items to know:**

- The main entrance to the school is blocked and used for exiting vehicles **ONLY** during car line times (M-F: 7:50am - 8:40am and M,T,TH,F 3:18pm - 4:00pm; Wednesdays 2:18 - 3:00pm) Everyone must enter the school property through the car line entrance during these times.
- Early dismissal pickups via the front office must be requested **prior to 3:00pm M,T,TH,F and 2:00pm Wednesdays.** After these times students are only released through car line procedures.

- Once afternoon car line is over, students who were not picked up are sent to Dragon Watch (charges may be incurred). Student signout will then be done via the front office until 15 minutes after car line. After that time please go to the Dragon Watch door.
- Pink tags are placed on car number 1 of each lane. If you are car one please pull all the way up to the front traffic cones
- All times are based on school clocks and are displayed periodically on the main digital sign for your reference.
- For everyone's safety, follow staff directions when driving and walking. There may be traffic you do not see.
- The first few cars that arrive at 08:25 or later will receive a pink tag on your windshield. This indicates that you will be directed to park in the parking lot and you will need to sign in at the main office.
- Car line is generally very light up until 08:10 - 08:15. Please do not wait until the last minute to enter car line.

