

# Procedural Updates for Families

**The Student Handbook that went home on Thursday includes a list of Car Line Safety and Best Practices (FCCS Parent and Student Handbook, page 10).**

In order to better serve you and make carline expedient, we have made some updates to our procedures. We hope you will work with us in making it as safe, efficient, and orderly as possible.

These procedures start on **Monday, September 18.**

## **Morning Carline Procedural Update:**

- 1) Parking: Do not park in front of the school during the hours of **8:00 – 9:00** and **2:45 – 3:45**. Parking here creates additional delays for a large amount of families. Parking in front of Utz Foods and the other tenants creates a negative image of our school and interferes with their businesses. Please follow this rule. If you need to visit the office with your child in the morning, park in the "Parent Visitor Parking" area in the lower parking lot across from Spires Way. Use the crosswalk to walk to the office, obeying instructions of our safety staff and parent volunteers. You will be asked to return to your vehicle to use the carline if you are parking in the Utz parking lot. Please do not drop students off in that parking lot and have them walk to the entrances.
- 2) Extended Unloading Zone: We are blocking off the parking spaces along the entire front of the school for an extended unloading zone. We will be able to have 18 vehicles dropping off at a time. Please use caution when entering the 'drop off' zone. Our goal is to have students unloaded in 15-30 seconds.
- 3) Additional Student Entrance: We now have two student entrances for carline. Entry #1 (Gymnasium Entrance) and Entry #2 (Student Entrance). Students in car positions #1 - #9 should enter through Entry #1 and car positions #10 - #18 will use Entry #2.
- 4) Parent Parking: Refrain from regularly walking your student(s) up to the school. If it is necessary for you to come into the building with your child, park in the "Parent Visitor Parking" area in the lower parking lot (across Spires Way) and use the crosswalk to head to the office under the direction of the safety staff at the beginning of carline (Usually Mr. Bickel).

Please drive at a safe, slow speed and reduce distractions while driving around our school and our students, parent volunteers, and staff.



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## Afternoon Carline Procedural Update:

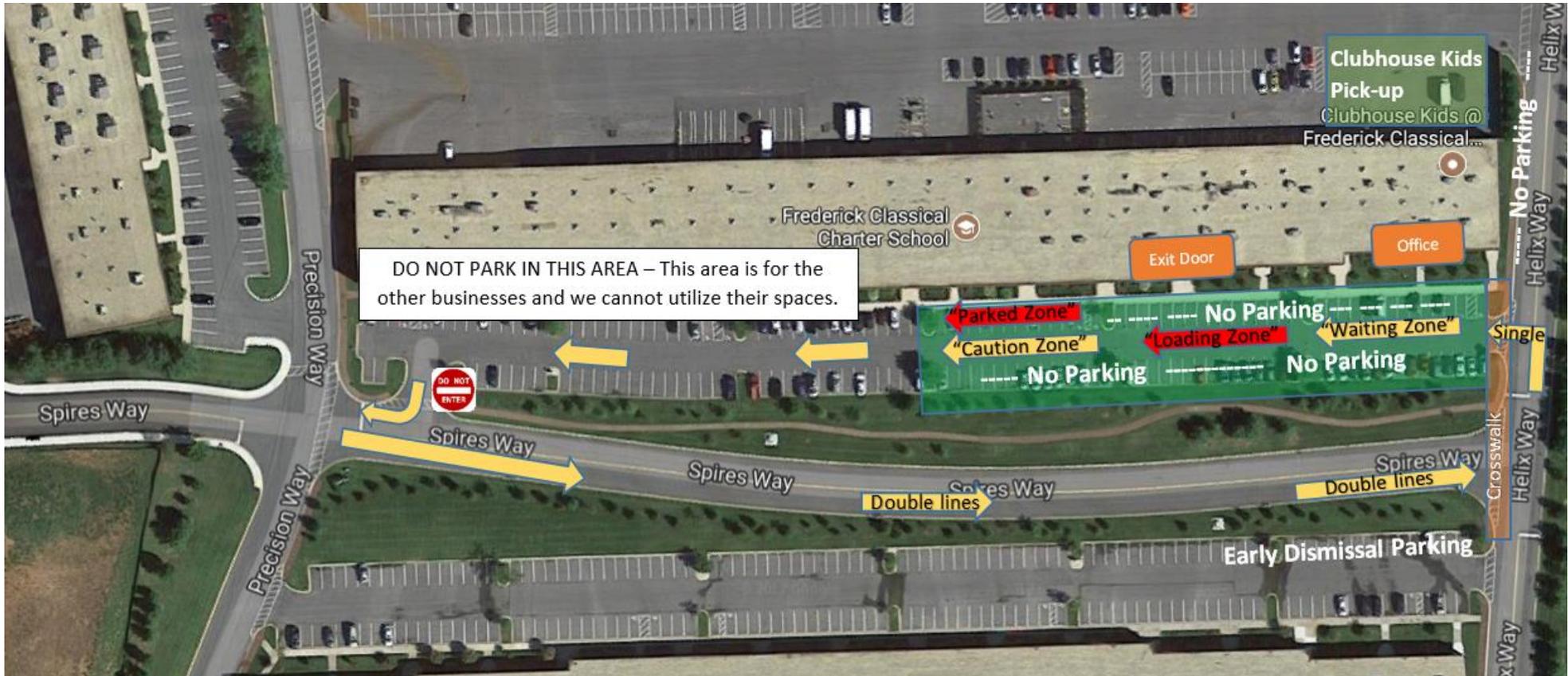
- 1) We will begin carline at 3:10. Students will continue to exit from the Student Entrance when their carline number is called. There is a slight delay for the first wave to exit the building. If you know you are typically in the first group, remind your child(ren) that they should be especially attentive.
- 2) Parking: Do not park in front of the school or in front of the other businesses that share our building (ex. Utz Foods).
- 3) Early Dismissal: Refrain from regularly picking your students up from the main office. Parents who are picking up children will need to park in the lower parking lot and use the crosswalk (directed by a FCCS staff member) to cross the street and head to the office. They will need to escort their child(ren) back to the lower parking lot using the crosswalk and following the directions of the FCCS staff member or safety member (Usually Mrs. Cummins, Mr. Hanna or Mr. Bickel). This will reduce congestion since there will not be parked cars loading and backing into the carline lane.
- 4) Loading Zone: Please do not get out of your vehicle. Volunteers, safety patrol and FCCS staff will assist the children as needed. It is imperative your child learns how to independently buckle and unbuckle themselves into their seat.
- 5) Parked Car Area: We will be using a parallel 'parked car' lane in front the of gymnasium area. We can fit 4- 6 'parked cars' in the lane as opposed to 12- 15 cars backing out and slowing things down. Cars in the lane will have to wait for all of the cars in the lane to have their riders. This will also allow us to make sure that all students are picked up in the 'parked' area in a timely manner. A staff member (usually Mrs. Wing) will direct them to enter and leave the parallel parking lane. Use caution and yield to the regular car lane when pulling out of the lane (follow the directions of the safety member).
- 6) Car Line Displays: Please display your car line number properly by having it visible on the visor or in the center of the dashboard, visible to the outside. If you do not have the blue carline number card for your students, please contact the front office by sending an email to [Nakisha.Holt@fcps.org](mailto:Nakisha.Holt@fcps.org).
- 7) Remaining Students: We will make this announcement when the line is clear of cars or at 3:40, whichever comes first. Please be patient with delays due to various reasons (inclement weather, early dismissal days, beginning of the school year, staffing changes, etc.)

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## Afternoon Pick-up Map for Families

**Green Zone (Loading Zone) :** We will load 6 vehicles in the 'loading zone' with up to 6 cars in the 'waiting zone'. Cars will be 'parked' parallel to the lane of traffic in the 'parked zone'. The 'caution zone' can be used to make sure children are buckled and ready for the drive home. Use caution as cars will emerge from the 'parked' zone. Vehicles in the 'parked zone' yield to the main carline. Please obey all safety patrol directions and only park in designated areas.



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