

## CARLINE PROCEDURES

Dear Parent,

2017-2018

This letter is to inform families what the carline procedures are for **GRADES K-5** as in the past. We would like to initiate the procedures the first week of school. The procedure is outlined below:

1. You will be given three large identity cards for your family. Additional cards may be requested from Carmen Kopf in the Elementary Office. Anyone providing transportation, whether he or she is a parent, grandparent, carpool driver, or sibling must have the proper identification card displayed in their vehicle. It is easiest to see the ID card when it is attached to the passenger side visor or window (if the window is not tinted!). This will help the line move more efficiently.
2. It is your responsibility to give your carpool driver or any other substitute driver one of your DMCS Carline ID cards. If the standard arrangement changes, please send a note or call the Elementary Office **before 2:00 p.m.** (a note in the morning is preferable). The driver should be ready to show his/her driver's license in lieu of the ID card.
3. The children are dismissed from their homerooms at 3:20 p.m. and leave the building with their teachers at that time. **Kindergarten students and their siblings/carpool will be picked up in front of the Secondary School** (see *Kindergarten Map for directions*). **Students in grades 1-6 will be picked up in the carline in front of the Elementary Wing** (see *Elementary Map for directions*). If you have more than one child in the Elementary School, we will direct the older child(ren) to join the line with the youngest student/carpool student.
4. Carline students will wait with their class or the class of their youngest sibling/carpool at the curb. The inside carline is for loading only. Students will be asked to wait behind the painted blue line. Each driver will be greeted by teachers on duty.
5. If your child has not exited the building on time and is not in the assigned spot, the driver will need to park and walk into the building to pick up the child. **Drivers will not be able to park in the lane and wait.** Once your child is picked up, you may pull out into the passing lane and move toward the designated exits.
6. Teachers will assist students who need help loading items in the vehicles (i.e., instruments). Drivers should always remain in their vehicle while in car line.
7. If you choose to park and pick up your child, please wait outside or in the MPR in the designated waiting area. Please do not block hallways as students will be led by teachers to their designated waiting area in carline. **It is important for all adults and students to utilize the painted crosswalk areas to access the parking lots when walking to and from cars.**
8. **Cell Phone Usage:** While Iowa law allows drivers to speak on the phone while operating a motor vehicle, we would ask that you refrain from talking on the phone while in carline. This is for the benefit of all children at DMCS.
9. **RE: High School Student Drivers:** Please let us know if your son or daughter will be picking up an Elementary student. High School Drivers will be asked to have an appropriate ID card as well.
10. Any driver who does not have the proper ID should not enter the carline because it will slow down the pick-up process of other students. They will have to pick up their student in the office.
11. Thank you for your cooperation with these procedures. They contribute to the safety of all the children. If you have any questions, please contact the Elementary School at 252-2485.

Serving Him,

Karla L. Lowe  
Elementary Principal