



## Carline Procedures and Expectations

Uplift Hampton carline operates very smoothly when we all understand and remember to follow the rules. The following guidelines are designed to help us load and unload children as safely and efficiently as possible.

Please display the car-line card that you received, with your child's name and number in any vehicle that will be used for pick-up. This is especially important on bad weather days.

### Arrival

- For morning drop-off, students must remain in their vehicles until staff members arrive to unload cars.
- Please do not get out of your vehicle while in carline. If you need to unlock a trunk or coax a scholar out of the car, please pull forward well beyond the loading/unloading into the main parking area so the carline can keep moving.
- In an effort to avoid incidental accidents, please be aware of scholars, other cars and avoid sudden stops.
- Upon entering the drive, prepare your child for departure (backpack, lunchbox, coats, etc.)
- Maintain a single line and do not pass other vehicles. After scholar drop-off, you will be instructed which direction to exit the campus.

### Dismissal

- Display your car tag until your child enters the vehicle.
- Please be sure your vehicle is in park while students are in the loading zone.
- Be alert and ready to move forward when the line advances.
- Pull as close as possible to the vehicle in front of you so that we are able to load more cars in the loading zone

### Reminders

- State Law Prohibits “Texting” while operating a motorized vehicle. Therefore, cell phone use is prohibited while driving in carline.
- Your first set of car line numbers are free of charge. If you need additional or replacement car tags, there is a **\$10.00 fee per set**.
- Should you forget your tag, please stop by the office and pick up a “one-time temporary tag” that will be good for approximately 2-weeks from the date that you received the temporary tag. Please note that if more than one instance occurs regarding the loss of a car line tag, you will have to physically come in to pick up your scholar until your replacement tag has been purchased.
- The tags are a security measure for our staff and for the safety of your children.
- Please be mindful that carline is not a good time to have a parent/teacher conference. Teachers on carline duty must devote their attention to the safety of our students, but will be happy to speak with you at a designated time.

We thank you for your cooperation and look forward to our continued partnership in growing your young leader and maintaining safety for everyone.

Please share these important reminders with anyone who picks up or drops off your children in carline.

Hampton Operations Thanks You!

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