

Car Line Procedures



GEIST
MONTESSORI
ACADEMY

Car Line Procedures

The school day begins and ends in our parking lot.

Please be mindful of helping us create a positive atmosphere where all people, but especially our children, are safe and valued.

Arrival and dismissal times can be hectic, but if we all work together we can make it a safe and quick process for everyone.

Remember to model patience, grace, & courtesy for our children...even during car line.

We have over 100 new students joining our community this year! That means lots of new families learning car line procedures for the first time. Patience and grace will be paramount for all of us as we begin the 2023-2024 school year!

Please Note

- If you are on campus during the school day to drop off your child after an appointment or pick them up for an early dismissal, please note that the north and west sides of our campus are blocked off to traffic between the hours of 8:35am-2:45pm. This is so that our students can utilize the blacktop areas during recess and outdoor activities.
- Between the hours of 8:35am-2:45pm, the east parking lot access point is an entrance **and an exit**. There is a small sign below the “Do Not Enter” signs that indicates this.
- **NEW THIS YEAR:** The west exit will be a **right turn only access** this year, per the McCordsville Police Department. Staff will direct traffic to take turns exiting the car line. Only **right turns will be allowed**. If you need to turn around to head east, the church parking lot or take Carroll Road to the north or south to an eastbound road. Please DO NOT use the assisted living facility as a turn around point.



Drop-Off for The Grove

If your family is registered for The Grove, our before school care program, please pay careful attention to the following changes to drop off procedures.

- The Grove opens at 6:30 am. Families may drop children off any time between 6:30 am and 8:00am. ***After 8:00 am, families will need to go through our regular morning car line to drop students off at school.***
- The Grove will be based in the gym this school year. Families will drop their child(ren) off at the gym door (Door 2) and follow the instructions posted to alert staff of arrival.
- After children have been dropped off at The Grove, families will drive slowly around the school, in the inside lane closest to the curb, and exit at the west end of our campus onto 900N. **The west exit will be a right turn only access this year, per the McCordsville Police Department.**



Pre-K Morning Car Line

- Pre-K arrives from 8:00-8:10 am.
 - Pre-K car line **does not follow the serpentine traffic pattern. Please drive slowly in the inside lane and follow the sidewalk along the front and side of the building to the west end of the building to Door 5.** (Follow the green arrows on the diagram provided in this slides presentation)
 - Families will drop pre-k students off at Door 5 on the west end of the building. A staff member will be there to gather and wait with the students until all children have arrived from that round of the car line.

Kindergarten-8th Grade Car Line

- K-8 morning car line will **open at 8:15am** and begin **releasing students from their cars at 8:20am**. Follow the arrows painted on the pavement and assemble in a *2-lane serpentine pattern*. Follow the orange arrows on the diagram provided in this presentation.
- Students will enter with help from staff into Doors 5 and 6.

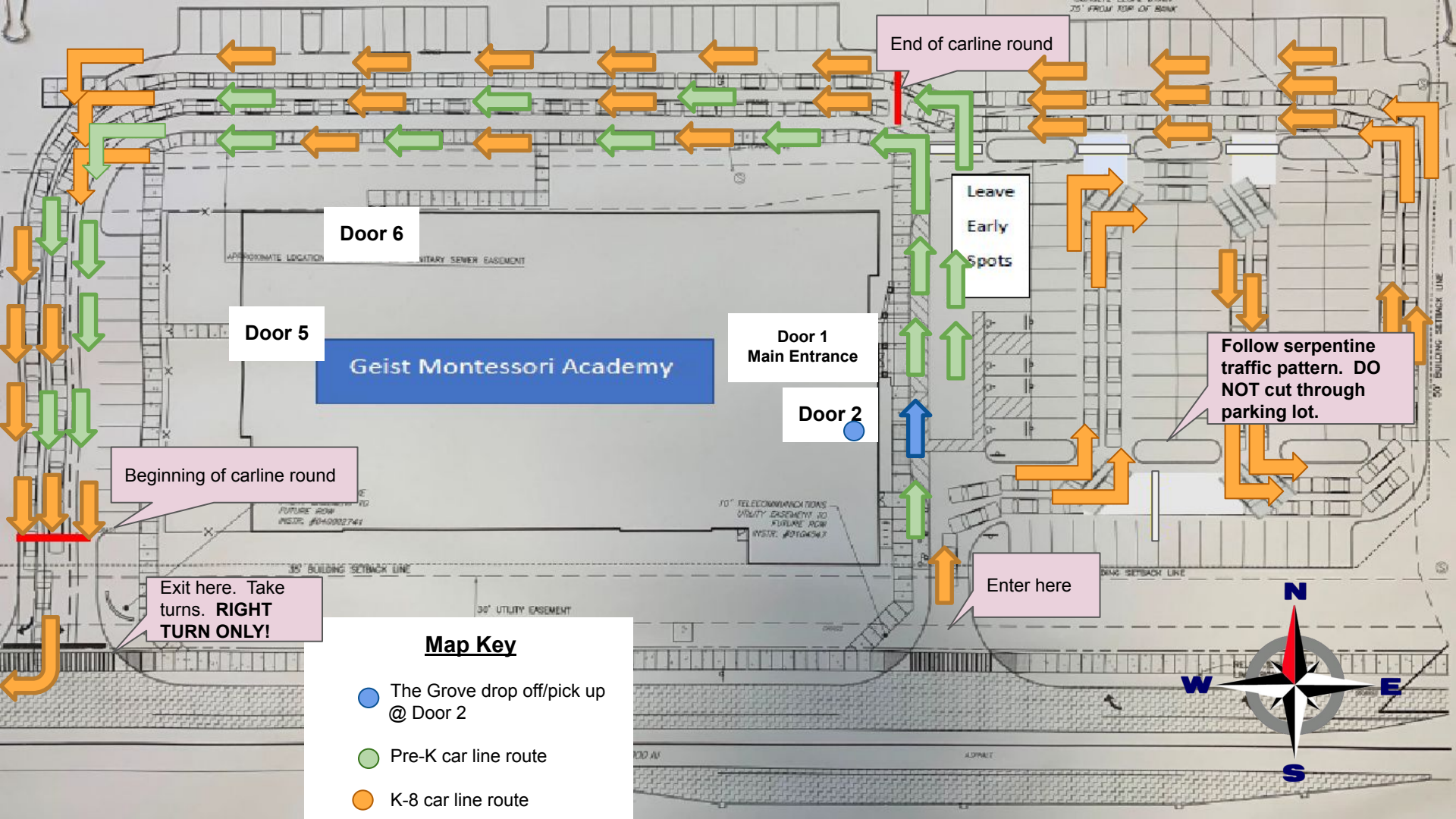


Morning Car Line

- Once you have pulled your vehicle up as far as traffic allows, please put your car in park and have your child get their backpack on and ready to get out of the car.
 - This should be done before staff signal to begin releasing children to the sidewalks.
 - **Parents should not get out of the car**. This slows down the car line for all families and causes traffic to get backed up onto 900 North. Please help us keep everyone safe and the line running smoothly by **staying in your vehicle**.
- ***Do not change lanes during car line.*** If you enter car line in the right hand lane, you must **stay in the right hand lane**. This is for the safety of all of our students, staff, and families and will be strictly enforced.
- Per the McCordsville Police Department, all vehicles will be required to exit the west end of campus by turning right onto 900N and heading west toward Carroll Road. ***There will be no left turn out of car line this year.***

K-8th Grade Car Line Serpentine Traffic Pattern

- Cars will enter through the east entrance.
- Upon entering, please turn right into the parking lot, then **follow the arrows** painted on the pavement. **Please do not try to drive around the cones or avoid the serpentine pattern. Follow all procedures to help keep everyone safe and keep traffic flowing.**
- Cars will be **two lanes wide through the serpentine**. Please help us keep traffic moving by utilizing two lanes through the parking lot aisles and then filling in all three lanes at the northeast corner of car line.
- A diagram is provided on the next slide.
- **NOTE: The 8:00 am Pre-K car line does not follow the serpentine pattern. Instead, cars dropping off for Pre-K pull in and follow the sidewalk around the building in one single-file line of traffic.**



End of carline round

Leave Early Spots

Door 6

Door 5

Geist Montessori Academy

Door 1 Main Entrance

Door 2

Beginning of carline round

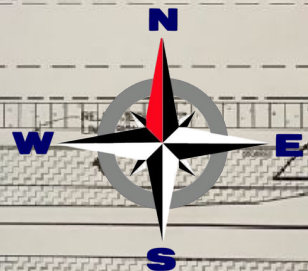
Follow serpentine traffic pattern. DO NOT cut through parking lot.

Exit here. Take turns. **RIGHT TURN ONLY!**

Enter here

Map Key

- The Grove drop off/pick up @ Door 2
- Pre-K car line route
- K-8 car line route



Reminders

- Pre-K parents are reminded to wait for staff to release students from their vehicles before letting children out of the car.
- Car line numbers must be prominently displayed in the dash for morning and afternoon car lines to help identify children that may be in need of assistance.
 - Car line numbers will be distributed in classrooms during our Meet the Teacher event.
 - Please work with your child(ren) to memorize their carline number. This will really help things move more quickly.

Afternoon Car Line

- **All Pre-K and kindergarten students without older siblings at GMA will be released for car line pick-up at 3:00 pm. All Pre-K and kindergarten students without older GMA siblings need to be picked up by 3:10 pm.**
- The 3:00 pm carline opens at 2:45 pm. Cars should not enter the serpentine pattern, but should pull around to Door 5 by following the curb along the sidewalk all the way around the building. **Please DO NOT line up before 2:45 pm.**
- Pick-up for Pre-K and K will only be at Door 5, on the west side of the building.
- The afternoon carline for grades 1-8, and younger students with older siblings, will open for cars to start lining up at 3:15 pm. Follow the two lane serpentine pattern for this line and form three lanes at the northeast corner of the lot.
- Pre-K and K students with siblings, along with grade 1-8 students, will be released starting at 3:20 pm

Dismissal

- Please have carline numbers displayed in the windshield to help staff members keep the line moving as quickly as possible.
- Please **remain in your car during car line.**
 - Parents should help their child practice buckling and unbuckling their own seatbelt, as is age appropriate. Parents with children still in a 5-point harness car seat should make sure to buckle them quickly to help carline keep moving.
- Parents that need to pick up students before car line must have the child picked up and out of the school parking lot by 3 pm. Arrivals after that time will need to proceed in car line.

Car Line Safety Expectations

- The safety of our students and staff is extremely important to us.
- Please turn your car off while waiting in car line to avoid excessive exhaust emissions and keep our air clean.
- **Do not use your cell phone while in car line.**
- Students **must remain seated and buckled** until their car has parked. Children are not permitted to stand up in sunroofs or hang outside of car windows. **Parents should remain in their vehicle during car line.** GMA staff will be available to help children out of the car if needed.
- Do not begin driving out of car line until dismissed by staff.
- Be alert and aware while in car line. Children are walking between vehicles.
- Follow the directions and signals from staff during car line.
- The exit from car line is **RIGHT TURN ONLY.** Vehicles should proceed to Carroll Road, turn north or south and then find an eastbound roadway if you need to head eastward. Please **do not turn around in the lot of the assisted living facility or use residential driveways to turn around.**

Please help us keep ALL students, staff, and families safe during car line!



Remember!

The school day begins and ends in our parking lot.

- Please be mindful of helping us create a positive atmosphere where all people, but especially our children, are safe and valued.
- Arrival and dismissal times can be hectic, but if we all work together we can make it a safe and quick process for everyone.
- Remember to model patience, grace, & courtesy for our children...even during car line.
- Prepare to be extra patient and gracious at the beginning of the year as everyone learns new car line procedures. The line will be slow for a couple of weeks while everyone is learning. But, once we all get the hang of things, it moves pretty quickly!
- You can help us get the line moving quicker by helping your child memorize their car line number!
- Please be kind and courteous to our car line staff members. They want to keep things moving as quickly and safely as possible for you! A smile and a kind word go a long way.