

Parents,

We are excited about the start of our new school year! It is always a transition time for the students and teachers, but it is wonderful to have everyone back on campus. With the growth of our student population, there is a corresponding growth to our car line. We have been considering different ways to make the car line more efficient as well as decrease the line that extends down Country Club Circle. We will begin implementing these changes next week through a phased approach. I am going to list a few of the changes, and there is also a graphic attached to help demonstrate the new procedures.

Phase 1 – Monday, August 26th

***A.M. Drop Off**

- Parents will begin driving down the gravel road by the bus barn to the new elementary baseball field parking lot and make a loop that leads back to a stop sign at the end of the gravel road to alleviate so much traffic building up on Country Club Circle. There will be a stop sign at the end of the gravel road where drivers should wait until directed to enter the circle drive. Student drivers and faculty will merge to the left inside lane to enter the circle drive to the parking lot. There will be someone directing traffic at the site where the lanes of traffic will both split and merge.

***P.M. Loading**

- Parents will begin driving down the gravel road by the bus barn to the new elementary baseball field parking lot and make a loop coming back to enter the paved circle drive to alleviate so much traffic building up on Country Club Circle. Parents will make the loop and wait at the end of the gravel road until directed to enter the circle drive.
- K-6 students will be seated by grade on the front porch with teacher monitors and called to the color-labeled brick columns to prepare to get into vehicles. Students in grades 7-12 who are car riders will be waiting in the lobby area to be called to the color-labeled columns.

Phase 2 – Tuesday, September 3rd

***A.M. Drop Off**

- Parents will continue to drive down the gravel road as they have been the previous week. Students and faculty will continue using the left inside lane to access the parking lot. There will be someone directing traffic at the site where the lanes of traffic will split and merge. Parents should wait at the end of the gravel road until someone directs you to enter the circle drive.
- **NEW** – Two lanes will be formed at the curve in between the gym and the school to unload students. There will be someone directing traffic at the site where the lanes of traffic will both split and merge. Duty teachers will be assigned to both lanes to unload students. Our SSO, Mr. Frazier, will be directing traffic where the second additional lane will form in the curve as well as directing students who are parking. There should be 5 cars in each lane unloading in front of the school. Someone will be directing the two lanes at the front to assist in merging to exit the car line.

***P.M. Loading**

- Parents will continue to drive down the gravel road as they have been the previous week. There will be someone directing traffic at the site where the lanes of traffic will split and merge and will be calling for students to prepare to load cars. Parents should wait at the end of the gravel road until someone directs you to enter the circle drive.
- **NEW** – Two lanes will be formed at the curve in between the gym and the school to load students. There will be someone directing traffic at the site where the lanes of traffic will split and merge and calling for names of students to prepare to load. Assigned duty teachers will be loading students in both lanes. Our SSO, Mr. Frazier, will be directing traffic where the second additional lane will form in the curve as well as directing students to exit the

parking lot. There should be 5 cars in each lane loading in front of the school. Someone will be directing the two lanes at the front to assist in merging to exit the car line.

Reminders:

- ✓ **PLEASE** use your name tags and keep them visible until your student(s) have been loaded into the cars. It will help all of the duty teachers who are loading to be able to see the name tag at the porch. You will be getting an additional sign in case it is needed for an additional vehicle.
- ✓ Students are required to load and unload cars on the **passenger** side.
- ✓ Per state law, cell phones are not to be used in car line.
- ✓ Please make sure your vehicle is in **“Park”** in the loading zone and stays in **“Park”** until you are directed to move for the safety of our students and faculty.
- ✓ Please be patient as we are trying to work through these new procedures.