

# E.E. Lyon Elementary School

*Title I Distinguished School*

Rebecca L. Birkett  
*Principal*

Lauryn M. Faciane  
*Assistant Principal*

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RE: Carline

Dear Parents and Caregivers,

In order to maintain the safety and security of our students we want to review some of the carline procedures and make you aware of new information our school is unique because if it's single entry point onto the campus so following these procedures will be helpful in making sure our children are safe and operations run smoothly.

## **A.M. Arrival:**

- 7:05 AM - Students may attend before care for a charge of \$5/per day upon completion of registration. The registration form is available on our website. If you need a hardcopy please let your teacher know. Drop off is directly in front of the cafeteria door facing Columbia Street to the east. Before care students should be escorted to the cafeteria door by an adult.
- Please note that all students will have to be brought to school either through the car line or through the bus loop by a bus. We will not be able to allow students to be brought into the office or into the cafeteria by a parent/guardian. All parents will have to go through carline. We will not be able to allow parents to walk students in to the school this year.
- 8:00 AM - Buses begin arriving. Any cars that arrive prior to this time must stop where the crossing guard indicates at the intersection of Magee Street and Florida Street. Carline drivers should only approach the school from Florida Street. Magee Street is used for buses and employee entrance only. Cars will line up down Florida Street.
- 8:05 AM - Cars will be allowed to move forward to the circular driveway in the front of the building. There will be color-coded cones at the circle drive. You will be directed by a duty teacher on which cone you will stop at. There will be a car line duty person at each cone. Cars will be unloaded in the car line circle at each cone by a duty person on the passenger side of your vehicle.
- All cars must remain in line and move forward only when the car ahead is doing so. This maintains safety for all drivers.
- Students should be dropped off by 8:35 AM. Habitual tardies will fall within the state attendance regulations.

## **P.M. Dismissal**

*\*\*Due to the fact that students have to be dismissed from their classroom group, we anticipate dismissal taking more time than in years past. Your patience and adherence to these guidelines is appreciated.\*\**

- Please note that all students must be dismissed from the carline or bus loop. You will not be able to pick up your child from the office or cafeteria doors during dismissal unless the child is attending our aftercare program.

- All car riders must be registered in the front office. Car line tags are provided once you complete the carline registration form. The registration form is available on our website. If you need a hardcopy please let your teacher know and we will send one home with your child. Any car that does not have a carline tag will be asked to park and call the front office to provide identification in order to pick up the child. This is necessary for the security of all children.
- All cars will line up down Florida Avenue at the intersection and wait for the crossing guard. The crossing guard will motion for cars to begin entering the campus at approximately 3:31 PM. Please do not block the intersection at Magee & Florida.
- You will drive to a traffic cone as directed by the teachers on duty in the front circle drive. We will load children in cars on the passenger side.
- All cars must remain in line and move forward only when the car ahead is doing so.
- Student should be picked up by 4:00 PM. Students who are not picked up by this time will be placed in aftercare for a charge of \$10. Aftercare is over promptly at 6:00 PM.

Thank you so much for your support and cooperation of these procedures to keep all of the students at Lyon Elementary safe and secure.

Sincerely,

Rebecca L Birkett  
Principal