

Dear Owl Families,

We have spent the summer prepping our campus and adjusting our procedures for the 2026-2027 academic year, please review the general carline guidelines below.

General Carline Guidance

These are the absolute non-negotiables during arrival/dismissal carline.

- Parents are to remain in their vehicles at all times during arrival/dismissal carline.
- Parents are **not** allowed to park to walk up to the campus to drop off or pick up their student(s) during carline.
- No cell phone use in carline.
- All students must remain in their vehicle until 7:15AM and faculty are set at their duty stations.
- **Entrances** to both carlines are **right turn** only. The traffic officer will not allow parents to turn left into the entrances.
- Refrain from arriving earlier than 7:00AM for arrival carline. The later you arrive to drop off, the quicker you will move through the carline.
- **Do not make U-Turns on Gateway Blvd to enter the carline. We had several accidents due to parents making U-Turns to cut into the line. Come from the right direction to join the carline—it flows very smoothly if families all come from the same direction.**
- **Do not block the driveways of any of our neighboring businesses or use their parking lots to cut through to join the carline.**
- Lobby Hours:
 - Parents can access the lobby between 8:00-3:00PM.
 - Early pick up cut off times:
 - Regular days: 2:45PM
 - Early release days: 12:45PM

Arrival Carline

Arrival carline for both campuses remains unchanged.

Lower School Carline

- Families with K-5 students will utilize the lower school entrance and carline.

Upper School Carline

- Families with upper school students or upper school students with K-5 lower school siblings will enter the upper school entrance and carline.
 - Until 7:15AM the left lane of the carline will be coned off so faculty can access the parking lot.
 - After 7:15AM, you may utilize both lanes of traffic once you pass the threshold of the entry gate.
 - Students are not permitted to unload between cars, between the lanes, or between trunk and bumper. They must unload onto the **curb only**.

Both upper and lower school lanes close at 7:40AM. After 7:40AM, parents must park in the front lot and walk their students into the lobby to sign them in as tardy.

Dismissal Carline

To balance out cars and increase the safety of our youngest scholars, we have implemented the following procedures.

- Dual academy families where the **youngest** sibling is in either kindergarten or first grade will now pick up their upper school and lower school siblings by using the **lower school** carline.
- Upper school students where the **youngest** sibling is in either kindergarten or first grade will join their siblings at the sibling/carpool loading zone at the front of the campus.
- Dual academy families that have upper school students with 2nd-5th grade siblings will continue to use the upper school dismissal carline.
- Students in the upper school dismissal carline are not permitted to load between cars, between the lanes, or between trunk and bumper. They must load into their vehicle from the **curb only**.
- Upper school and dual academy families that use the upper school carline need to display the proper colored tag.
 - **Yellow** tag is for families picking up only upper school students.
 - White tag is for dual academy families picking up their upper school and 2nd-5th grade students.
- Lower school families will enter the dismissal carline and split to the proper lane for pick up.
 - **Right lane:** sibling/carpool pick up.
 - **Left lane:** solo student pick up.
 - Parents of kindergarten solo students will enter the carline beginning at 3:00PM (regular days)/12:50PM (early release days) and must display the **green** carline tag.
 - All other cars will be allowed to enter the gate at 3:20PM (regular days)/1:10PM (early release days).

During the first couple of weeks of school, our carline may have some bumps as our families adjust to changes and our new families learn how the carline flows. We ask that you follow all directions given by our traffic officers and faculty working the carline.

We are excited to welcome all our students back to campus on Tuesday! Please reach out with any questions.

In partnership,

Kristi Boyd- Headmaster, Lower School

Kimberlee Taylor- Headmaster, Upper School

Kate Moyer- Director of Campus Operations