

Important Office and Carline Information

- **NEW FOR 2024 - 2025:** Both PS/MS PM carline lanes will be required to turn **LEFT** when they exit Gate 1 from **3:30pm – 4:00pm M, T, Th, F**, to reduce the traffic load on the intersection, make it safer for walkers, and to increase carline outflow to make it faster and more efficient.

<u>GATE 5</u>	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>
Drop-off – ALL CAMPUS	7:15a – 8:00a	7:15a – 8:00a	7:15a – 8:00a	7:15a – 8:00a	7:15a – 8:00a
Primary Pick-up	3:15p – 3:35p	3:15p – 3:35p	2:00p – 2:35p	3:15p – 3:35p	3:15p – 3:35p
MS Pick-up	3:37p – 4:00p	3:37p – 4:00p	2:42p – 3:00p	3:37p – 4:00p	3:37p – 4:00p
HS Pick-up	3:40p – 4:00p	3:40p – 4:00p	2:35p – 3:00p	3:40p – 4:00p	3:40p – 4:00p

- **Carline tags:**
 - Who needs them?
 - **Scholars who ride in vehicles** – attached to their backpack, so we can be sure to match the correct scholar with the correct vehicle
 - **Scholars who walk** – so we can match older siblings with their primary siblings
 - **Scholars who drive and park on site** – to identify them as a scholar
 - **All drop-off and pick-up vehicles** – to ensure we know you should be here
 - What happens without tags?
 - You will need to go to the office with your ID after carline to pick up your scholar and get carline tags.
- **Picking up my scholar from the office:**
 - You **MUST HAVE YOUR PHOTO ID**. Even if we know you, we will ask!
 - You **MUST BE ON THE APPROVED PICK-UP LIST!**
 - If you are going to pick up your scholar at the front office before carline for an appointment, or you are making any changes to your pick-up routine, you must call the office, 469-621-9200, to let them know of the change and/or pick them up **before 3:00pm Monday/Tuesday/Thursday/Friday, or before 1:30pm on Wednesday** so we can inform the correct people. After these times, you can only pick them up in carline or come to the front office after carline is over. Remember to send a doctor's note when they return, or the absence may be unapproved!
- Every **Wednesday is an early release day**. If you cannot pick up your scholar at the designated pick-up time, you must have a plan for after school care. Our Champion partners offer on-site programming for K – 7th grade.
- Failure to pick up your scholars in a timely manner at the end of the school day will require us to reach out to your listed emergency contacts. Excessive late pick-ups will require a meeting with leadership and may result in a call to the Irving police department or CPS.

- **Carline:**
 - All vehicles must **enter through Gate 5** for carline activities and have their carline numbers displayed. Vehicles without carline numbers will be waived off by staff or officers.
 - Everyone must follow the directions of the carline staff. No questions asked!
 - Gate 4 is for **STAFF ONLY** from 6:45am – 7:55am.
 - Each school has different and separate carline pick-up times listed on the website.
 - DO NOT ENTER THE SITE BEFORE YOUR CARLINE BEGINS.
 - FAMILIES WITH BOTH PRIMARY AND SECONDARY SCHOLARS MUST PICK UP PRIMARY SCHOLARS DURING PRIMARY CARLINE AND EXIT THE SITE, THEN RETURN TO PICK UP THEIR SECONDARY SCHOLARS.
 - FAMILIES WHO CONTINUOUSLY BREAK THIS RULE WILL HAVE THEIR CARLINE NUMBERS RECORDED AND SHARED WITH OUR TRAFFIC OFFICERS WITH INSTRUCTIONS TO RESTRICT YOUR ENTRY TO CARLINE UNTIL THE END.