

Dear SHPS Families 2022-2023!

We are excited to get the new school year started and wanted to start by sharing information about the carline procedure for the school year so you are prepared. Please take the time to carefully read through this information and look at the carline map so that you have an understanding of how it is going to work this year. Also, please share with members of your family who will be dropping off and picking up.

**ONLY Monday, August 8th and Tuesday, August 9 an exception will be made for all Kindergarten and First grade families!** Parents will be able to walk their child to their Kindergarten and First grade classrooms in the morning from 8:15-8:30 am for drop off on these two days ONLY. All other students 2nd-8th grades will use carline for drop off and staff members will ensure your child gets safely to their classroom.

This is only for AM drop off. PM pickup everyone must use the carline.

### **Carline for Kindergarten-8th grade students only**

- Carline cards will be distributed at the *Meet the Teacher* event in your child's classroom on Friday, August 5th. Grade levels have different colors that correlate to the correct drop off and pick up doors. Staff members will direct you to the correct doors with cards visible to avoid back ups.  
\*Meet the Teacher: 12:00 pm-1:00 pm Preschool -1st grade; 1:00-2:00 pm 2nd-5th grades; 2:00-3:00 pm 6th-8th grades.
- **DO NOT ARRIVE EARLY for drop off and pick up. Standing/parking in the fire lane will not be allowed.** It is a safety issue and you will be asked to leave the parking lot and return at the correct time.
- Display carline cards in the upper right hand corner of the windshield for each child every day at drop off and pick up. If you need more cards, let us know.
- Follow the carline map to enter the parking lot and proceed to the correct doors for drop off and pick up. You do not need to get out of your car. A staff member will see the colored sign and use the walkie device to call the child from the classroom to the car. Once your child is safely in the car, proceed to exit the parking lot.
- Do not park and walk to the school doors. We will prioritize students in the carline in order to keep the line moving.

#### **Drop off AM**

8:00 am-8:15 am 6th-8th grade students at the middle school gate

8:15 am-8:30 am Kindergarten -5th grades (kinder/1st lower school; 2nd/3rd middle set of doors; 4th/5th grades double doors at the south end of the school)

#### **Pick up PM**

3:00 pm-3:15 pm Kindergarten-5th grades, (kinder/1st lower school; 2nd/3rd middle set of doors; 4th/5th grades double doors at the south end of the school)

Carline ONLY

3:15 pm-3:30 pm 6th -8th grades, middle school gate, Carline ONLY

### **Preschool (Beginner-Jr. Kindergarten) Lower School Drop off and Pick Up**

Per childcare licensing requirements, **all preschool families must park** and walk their child to the school/classroom doors. Preschool families do not use carline. You will see parents walking in and out of the lower building for preschool students only, not Kindergarten and 1st grades.

#### **Drop off AM**

8:30 am-8:45 am Preschool (Beginners-Jr. K) **PARKING ONLY**

After 8:45 the doors will be locked and parents will not be allowed to walk their child to class, a staff member will escort your child to their classroom.

#### **Pick up PM**

2:45 pm-3:00 pm Preschool, **PARKING ONLY**

After 3:00 pm parents will not be allowed to pick up their child from class, a staff member will escort your child out of the building. We will also be dismissing Kinder and 1st grade students from this building from 3:00-3:15 pm so it is best to avoid this time for preschool student pick up.

### **If you have a preschool student and a K+ student:**

**AM Drop off**-use carline for K+ students and then park to walk your preschool student to their classroom between 8:30-8:45.

**PM pick up**- since preschool picks up first, please park and pick up your preschool student first and staff will call for your Kinder/First grade student in the lower building. If you have a preschool student and a 2nd-5th grade student, please park, pick up your preschool student and then you can walk to the upper school building and a staff member will call for your 2nd-5th grade student.

### **Before and After Care**

#### **Beforecare:**

7:00am-8:00 am 6th-8th grade students (Cafeteria, use middle set of double doors for drop off)

7:00am-8:15 am Kindergarten-5th grade students (Cafeteria, use middle set of doors for drop off)

7:00-8:45am Preschool students (Designated preschool classrooms, park and walk student to door)

#### **Aftercare:**

2:45-5:30pm Preschool students (Designated preschool classrooms, park and walk student to door)

3:15-5:30 Kindergarten-5th grade students (Cafeteria, use middle set of doors for pick up with carline card)

3:30-5:30 pm 6th-8th grade students (Cafeteria, use middle set of doors for pick up with carline card)

### **Parents and Families**

Parents and families are welcome in the buildings again, but everyone must come through the front offices, sign in and receive a visitor's badge to enter into the hallways during the school day. The front doors will remain locked for safety and security purposes and visitors will be monitored by administration and front office staff. We will continue to welcome families to campus for school events such as: *Meet the Teacher*, *Back to School Night*, *Parent/Teacher conferences*, concerts, assemblies, athletic competitions, and many more events throughout the school year. Kinder-8th grade parents will use only carline for drop off and pick up.