

Unity School Carline Procedures

2023-2024

Everyone Needs to Know:

- Place placard on dashboard during dismissal (given on Orientation Day)
- Campus gates open for all students at 8:00 am
- Morning care begins at 7:30 am. Families should enter through the Main Gate and walk their child in.
- Always follow the drop off and pick up directions for your youngest child.
- For the safety of your children, please stay off your phone.
- If you arrive prior to your dismissal time, you will be asked to park (if spots are available) or leave campus and return at the dismissal time.
- Students not picked up by 3:30 pm will be escorted to Aftercare.

Preschool Child/ren ONLY:

- Arrival - Enter campus through the West entrance and drive through the outside lane to park in the west lot. Always use the crosswalk and supervise your child. Preschool families are required to walk their child to class and sign them in.
- Dismissal - **Students will be dismissed at 3:00pm**
 - Toddler, Orientation A or Pre A families should enter campus through the West entrance and drive through the inside lane for gate pick-up.
 - Orientation B or Pre B families should enter campus through the West entrance and drive through the outside lane for gate pick-up.
 - Preschool parents must buckle their child into a car seat and sign them out.

Preschool Child/ren with Sibling/s in K-8:

- Arrival - Enter campus through the West entrance and drive through the outside lane to park in the west lot. Always use the crosswalk and supervise your child. Preschool families are required to walk their child to class and sign them in.
- Dismissal - **Students will be dismissed at 3:15pm**
 - Toddler, Orientation A or Pre A families should enter campus through the West entrance and drive through the inside lane for gate pick-up.
 - Orientation B or Pre B families should enter campus through the West entrance and drive through the outside lane for gate pick-up.
 - Preschool parents must buckle their child into a car seat and sign them out.
 - All of your children will be waiting for you at your assigned preschool gate.
 - Older siblings will NOT be dismissed prior to 3:15

K-3rd Grade ONLY:

- Arrival - Enter campus through the West entrance and drive through the inside lane for drop off.
- Dismissal - **Students will be dismissed at 3:15pm**
 - Enter campus through the West entrance and pick the shortest lane.
 - As you approach the gate, you'll be assigned a cone number. Your child/ren will be at that cone.

4-8th Grade ONLY:

- Arrival - Enter campus through the East entrance and pull into either inside or outside lane as far as instructed by the employee on duty.
- Dismissal - **Students will be dismissed at 3:15pm.** Enter campus through the East entrance and pull into either inside or outside lane as far as instructed by the employee on duty.

