



Parents and Students,

Please follow these guidelines and procedures as you arrive on campus for Morning and Afternoon Carline. (Preschool carline is slightly different and will be communicated to parents by preschool teachers.)

Gravel Parking lot

Parents arriving for drop-off or pick-up should proceed directly onto campus via the paved driveway and should not turn into the gravel serpentine road or parking lot. The gravel drive and parking are reserved for student drivers.

Cell Phones

Drivers should refrain from using their cell phone while moving through carline.

Hang Tags

BCS will issue an official hangtag to each family. The hangtag must be visible during afternoon carline. It is recommended that it be hung from the rearview mirror. If the driver does not have the hangtag, they will be asked to park and walk in to the school office with an ID to pick up the student. Teachers will not put students into any car that does not have the official BCS hangtag. Additional copies of the hangtag are available from the school office. If you pull into carline and realize you do not have your hangtag, please park and walk in to the school office with your ID to pick up your student.

Pick-up Changes

Parents must email teachers 24 hours in advance if they wish to change their student's pick-up plans. Only emergency changes may be called-in to the school office. If a last-minute change is a non-emergency and there wasn't sufficient time to email the teacher 24 hours in advance, there are two options: 1) The adult may go to the school office with an ID to request pick-up of the student. The parent will be called for confirmation. 2) The parent may give the other adult their official BCS hangtag. That hangtag will let the teachers know you have given permission for the adult to pick up your student.

Stop Light

We have contacted the city of Fairhope to request an adjustment of the stop light timing. We monitor the back-up problems daily and communicate with the city to request assistance frequently. It might take a few days at the start of the year for the timing to be corrected. We appreciate your patience. There's no need to call the school office to notify us of the backup. We are aware of the problem when carline stops moving. To ease the traffic delay and prevent carline back up, please turn right at the stop light and then making a U-Turn at the crossover point if you need to travel south on Hwy 98.

Morning Carline Information

7:00am - 7:25am

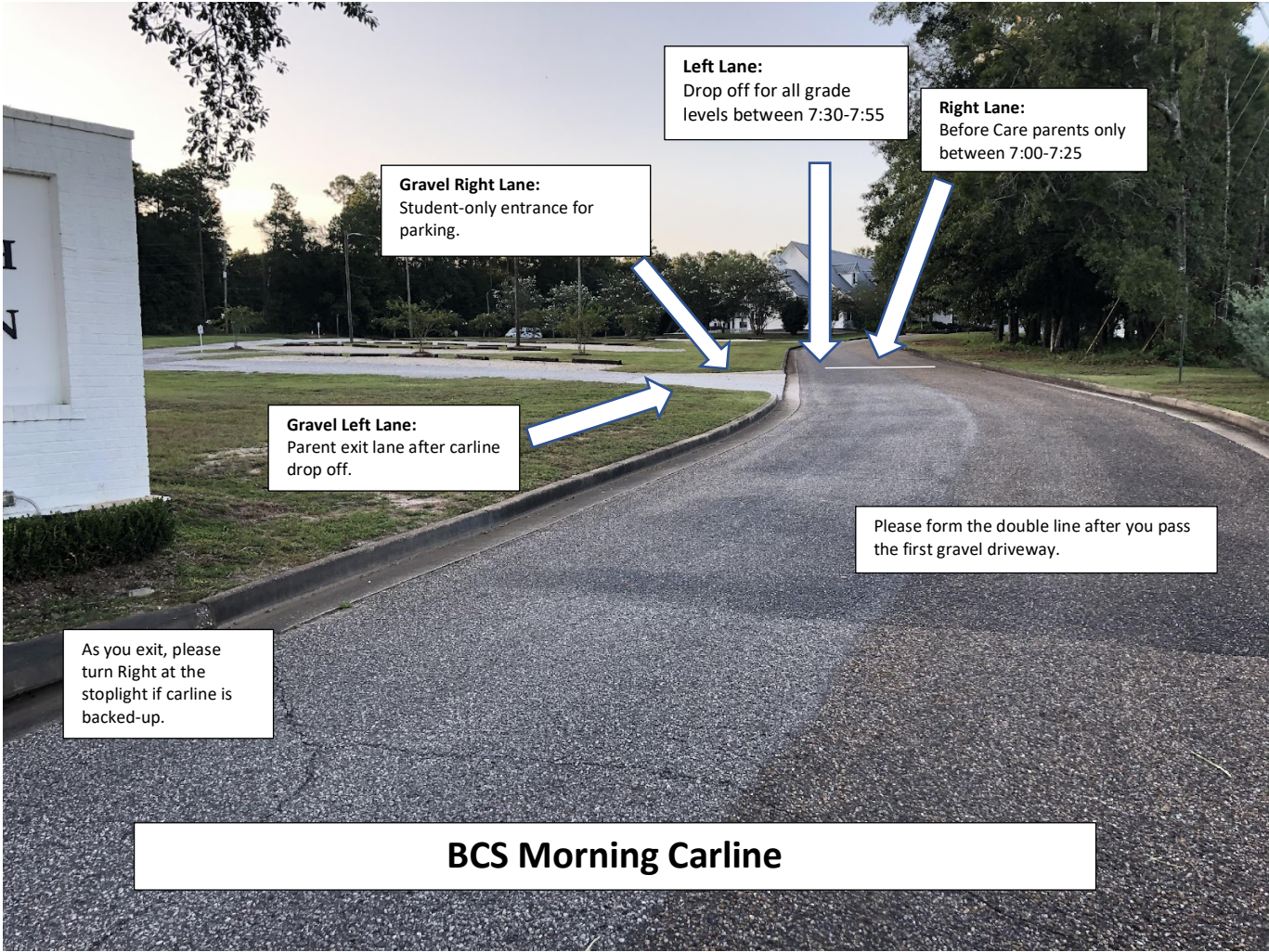
- The Right Lane is reserved for Before Care Drop-Off. Students who are registered for Before Care may exit their vehicle any time after 7:00am and walk up the steps to the gym entry. The Before Care Teachers will open the door and escort the students into the gym.
- The Left Lane is reserved for the 7:30 Morning Carline Drop-Off (students must wait in the vehicle until 7:30 Morning Carline begins).

7:30am – 7:55am

- School Doors open and Morning Carline begins when the Carline Teachers move the cones into place and signal to students that they may exit the cars.
- Morning Carline operates from one single line in the left lane nearest the church. Students should exit their vehicles via the passenger side (right side) of the car.
- Morning Carline Teachers are present to provide safety oversight. Students are to open their own doors and exit the vehicle unassisted. Carline Teachers will help as needed.
- As soon as the students exit the vehicle, the parent is allowed to drive off and will exit via the gravel driveway.
- The Morning Carline teacher stationed in the cross walk oversees pedestrian safety and will signal when students may cross and cars may exit.
- Note: Parents may not drop students off at other locations. Students must be dropped off in the offloading zone in front of the school, or they may walk to the crosswalk from the parking lot with a parent. Students are not permitted to enter the campus from other points.
- Student Drivers will park in the gravel parking lot.
- In the event of heavy rain, additional staff will be on hand to assist the students. Morning Carline will run in a double line and students will exit under the covered connector. Drivers should watch for directions from the carline staff. Extra caution is necessary during storms.

7:55am

- Tardy Bell Rings
- Morning Carline ends
- School Doors are shut and locked.
- All students who arrive after 7:55am must be escorted into the building by a parent or guardian and signed-in at the school office.



Left Lane:
Drop off for all grade levels between 7:30-7:55

Right Lane:
Before Care parents only between 7:00-7:25

Gravel Right Lane:
Student-only entrance for parking.

Gravel Left Lane:
Parent exit lane after carline drop off.

Please form the double line after you pass the first gravel driveway.

As you exit, please turn Right at the stoplight if carline is backed-up.

BCS Morning Carline

Afternoon Carline Information

- As you pull onto campus for afternoon carline please move into your assigned lane:
 - GS-only cars will enter the right lane (nearest to the cottages). Your carline hangtag color is WHITE
 - GS/US cars will move into the left lane (nearest to the church). Your carline hangtag color is BLUE.
 - US-only cars will move into the left lane (nearest to the church). Your carline hangtag color is YELLOW.
 - If you have an Upper School student to pick up, please do not arrive on campus until after 3:05pm. Upper School dismisses at 3:00pm. 3:05-3:10 is the earliest the students will be ready to load into cars.
- Parents are encouraged to pick up their students via the carline instead of walking in to the building. Parents must bring their hangtag with them to pick up their students in person or they must stop by the school office with an ID.
- Parents may not park behind the school. Students are not permitted to walk off campus for pick up.

2:35

- Please note: at the start of the school year, Grammar School Teachers and Students will begin carline early. It will take a few weeks for students to learn the procedures and we wish to avoid traffic back-up. The GS-only lane (white hangtag) will be loaded beginning at approximately 2:35pm. This time will shift later once the students are familiar with the loading procedures.
 - If you have a Kindergarten student, please teach them to recognize and respond to their last name. This will speed up afternoon carline. 😊
 - If you have a Blue Hangtag, but only need to pick-up your GS student, you may jump into the GS-only right lane with the White Hangtag parents. This is okay! 😊

2:45

- Later in 1st quarter, GS students will begin loading at 2:45pm

3:00

- Full-School dismissal bell will ring.
- After Care Workers will pick up students from the gym and escort them to the playground.
- Upper School Students will proceed to their waiting zone under the supervision of Upper School Teachers.
- Student Drivers will proceed to the student parking area in the gravel lot. Student drivers may stop by the gym to pick up their siblings on their way to the vehicle.

3:05pm

- Upper School parents arrive on campus for pick-up.
- Upper School Students begin loading into cars.
- Grammar School Students continue to load into cars.

End of Carline

- When the flow of cars ends (typically around 3:15-3:20) the remaining students will be escorted to After Care. If you arrive and the carline teachers are no longer present in the driveway, please park and walk up to the After Care location with your carline hangtag to pick up your children. Typically, the After Care group is on the playground, but they will be in a classroom if the weather is poor— look for the After Care sandwich-board style sign to locate the group. If the students are not picked-up by 3:30, you will be charged the After Care drop-in rate of \$20.

