



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.)

Use of the extended driveway

As you enter the campus through the main entrance, please look ahead down the driveway. If carline has filled the south and west sides of the campus driveway, drivers should turn-in to the serpentine gravel drive in order to prevent later traffic from blocking Hwy 98. The serpentine drive allows more cars to pull onto campus and get off of Hwy 98. If you see cars already lined-up in the serpentine driveway, please turn left and follow them. Please do not cut off the cars in the serpentine driveway by proceeding straight ahead. We depend on parents to follow this procedure. Occasionally, a staff member may be present to tell drivers to turn-in to the gravel driveway, but drivers are asked to honor this procedure automatically.

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. We recommend you park in the gravel lot on the west side of the campus near the walking trail.

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. Please consider turning right and then making a U-Turn at the crossover point.

Morning Carline Information

7:00am - 7:30am

- 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 early arrivals 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. Students are not permitted to enter the campus from other points.
- Student Drivers may 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.

Afternoon Carline Information

- As you pull onto campus for afternoon carline please move into your assigned lane:
 - Families with only Grammar School students should move into the right lane nearest to the cottages. These families were given a yellow BCS hangtag.
 - Families with Grammar School and Upper School students, or families with only Upper School students should turn-in to the serpentine driveway and line up in the left lane nearest to the church building. These families were given a white BCS hangtag.
 - At the start of the school year, a staff member might be present to direct yellow and white hangtags into their proper lanes, but drivers are expected to honor this procedure even if the staff member is not present.
- 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.
- 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 (yellow hangtag) will be loaded beginning at 2:45-2:50pm. The left lane with GS/US or US-only (white hangtag) will be loaded beginning at 3:05pm after the dismissal bell rings and students make their way to their waiting zone.

3:00

- Full-School dismissal bell will ring.
- School doors will open.
- Grammar School Students will be seated in the gym to wait for their name to be called for carline.
 - Kindergarten and First Graders will line up on the outdoor stairs near the covered connector until they are more confident regarding carline procedures. Their teachers will remain with them and help them get into their cars.
- 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

- Students begin loading into cars.
- Parent drivers should watch for student drivers who need to back out of their parking spots in the gravel lot.

3:30

- Carline ends.
- All remaining students will be escorted to After Care. Parents will be charged the drop-in rate of \$20 per day if their students are not registered for After Care and parents are late for carline pickup. Parents must bring their hangtag to After Care to pick up their students.