



Carline Procedures

Please Read Thoroughly

Morning Carline:

- The Main Carline opens at 7:30 AM. NOTE: The front office is CLOSED until 8:00 AM.
- Have scholars unbuckled, on the driver's side, and ready to get out of the car.
- Say goodbye to your student BEFORE THE LOADING ZONE.
- Once cones are removed, please merge to the right lane and PULL ALL THE WAY FORWARD past the portico/overhang.
- Once your vehicle has stopped, instruct your scholars to get out of the car. Do not wait for them to be escorted. If your scholar is sitting in the front seat, please have them walk in front of your vehicle to enter the building.
- The Secondary Carline opens at 7:40 AM. This carline is for those who come in from the East entrance with the traffic light. By following the cones, you will turn into the front parking lot area, stay to the right and pull your vehicle up to the front of the building.

Afternoon Carline:

- We are no longer using the "ANNOUNCE" feature in PikMyKid. It has been disabled.
- Carline will open at 2:15 PM for dismissal.
- Students will be dismissed *from classrooms* at 3 PM, so loading will not occur until 3:10 PM.
- We are going back to numbered cones in the staging area, however, PULL ALL THE WAY FORWARD (use the car in front of you as a guide for when to stop, not the cone).
- Scholars will be assigned a cone number when they exit the building. Encourage them to pay attention to this number so they know where to stand.
- Parents, have your car tags out and ready to be scanned. Leave the paper on the dash until your child is in the car, then remove it from the dash to show the staff you are all set.

Carline Reminders:

- No lining up before 2:00 PM.
- Changes on PikMykid should be done before 2:00 PM.

Coming onto the Property:

For everyone's safety, we cannot allow cars to stack off NCA property onto Immokalee Road. Therefore, both entrances will have two lanes during carline dismissal.

- West entrance (nearest to 951): Stack both lanes as you enter (one way only). Zipper to the right-hand carline lane at the intersection. If the turn lane on Immokalee Rd is full, pass this entrance and keep going down to the stoplight.
- East entrance (stoplight): stack two incoming lanes and continue two lanes going one way across the front of the school. Zipper to the left-hand carline lane at the intersection.
- **IMPORTANT:** Mind the gaps! Pay close attention not to allow large gaps between you and other cars, as this could cause stacking onto Immokalee Rd.

Zippering: ([click here](#) for zippering video)

There are three locations where cars will zipper from two lanes to one. This means taking turns from each lane ONE BY ONE. Please do not follow the car in front of you. Be courteous and follow the zippering rules! Each line takes a turn one car at a time. Zipper locations:

- Leaving the loading zone after pickup or drop off.
- At the first intersection coming in from the West entrance (nearest 951). West entrance will zipper into the right-hand carline lane.
- At the stop sign after coming in from the East entrance (stoplight) and crossing the front of the school. These cars will zipper from two lanes to the left car line lane.

Walkers & Bikers:

- Walkers and bikers must live within two (2) miles of the school. Please do not park off property and walk your child to school, or park in nearby community entries, or on private property in the afternoons waiting for them to arrive. We will receive complaints from our neighbors.

SEE MAP BELOW

For instructions on how to enter and exit the car line, please see the diagram below:



Carline Map

