



HORIZON CHRISTIAN SCHOOL

CAR LINE PROCEDURES

AM DROP OFF:

- ☐ **EAST SIDE:** Middle School & their siblings ONLY, 8:00 – 8:15AM. Siblings go to gym.
- ☐ **WEST SIDE:** Kinder & All Elementary, 8:15 – 8:30AM

NOTE: Late arrivals must check in at School Office.

PM PICK UP:

- ☐ **EAST SIDE:** Kinder ONLY, 2:40PM
7TH & 8TH Grade & their siblings (NO 6TH Grade), 3:10PM
- ☐ **WEST SIDE:** All Elementary & kinder siblings, 2:50PM
6TH Grade & their siblings, 3:10PM

GUIDELINES:

- ☐ Please DO NOT drop your children off before posted AM DROP OFF times and please be prompt at PM PICK UP. Supervision of student(s) is not available in classrooms or the office before or after school. **Note: Emergencies happen, if you are detained for an unforeseeable circumstance, please call the school office, and let us know that you will be late. We will make sure your child is not left unsupervised.**
- ☐ Please do not leave your car to assist your child while in car line. Staff will be on hand to help students into vehicles.
- ☐ Pick up locations do not alter based on student absences.

CAR LINE MAP GUIDELINES:

- ☐ **EAST SIDE** forms 2 lanes; **WEST SIDE** forms 6 lanes.
- ☐ Place the back of Car Line Map with student(s) names in **BOLD** on the front windshield.
- ☐ DO NOT ARRIVE EARLY
- ☐ Respect our neighbors: **DO NOT park in the cul-de-sac on 72nd, on 72nd between Sagert and Horizon's Middle School exit, or block traffic on Sagert.**
- ☐ **PM Car Lines open 10 minutes before dismissal times:** **EAST SIDE** Car Line opens at 2:30PM for kindergarten, 3:00PM for 7th & 8th grade & their siblings (NO 6th grade). **WEST SIDE** Car Line opens at 2:40PM for elementary students and 3:05 for 6th grade & their siblings.
- ☐ PM Car Line moves forward 2 cars at a time at the signal of the car line attendant.
- ☐ You will be asked to go around again if your child is not on the sidewalk when called forward.