



Immaculata CATHOLIC SCHOOL

WHERE FAITH AND KNOWLEDGE GROW

721 Burch Avenue
Durham, NC 27701
919-682-5847
office@icdurham.org

immaculataschool.org

Car Line Procedures

MORNING DROP-OFF

Car line runs from 7:15-8:00am each morning. Staff members will be outside to assist and guide drivers and students as needed. All cars should enter at the bottom of the playground on Buchanan Blvd and travel one-way in a single line toward the front of the school, per the diagram on the following page.

For the safety of everyone on campus, do NOT enter or exit through the church entrance on Chapel Hill Street. As well, do NOT drop off students at any point on campus other than near the school's front doors. Do NOT move traffic barriers or cones at any time. In order to keep car line traffic flowing efficiently, students should be packed up with coats on, ready to exit the car when you reach the front of the building. Parents should not exit their cars during drop off, as it causes back-ups. If you need to assist your child, please park in a spot along the playground and walk into the building using the directions below.

If you walk your child into school, please follow the flow of car line traffic by entering at the bottom of the playground on Buchanan Blvd and traveling one-way in a single line. Park in one of the many spots along the playground and walk along the curb near the trailers, crossing at the crosswalk in front of the school doors. Do not cross through car line traffic at any time.

Pre-K parents must walk their children into school. Enter through car line and park in the small lot next to the Pre-K playground. Exit back into car line traffic after you've walked your child inside for an adult-to-adult transfer. See the Pre-K parking diagram for details.

This lot is for PreK families ONLY during morning drop-off. Please post your pink sign in the front window. It is for visitors after 8:00am.

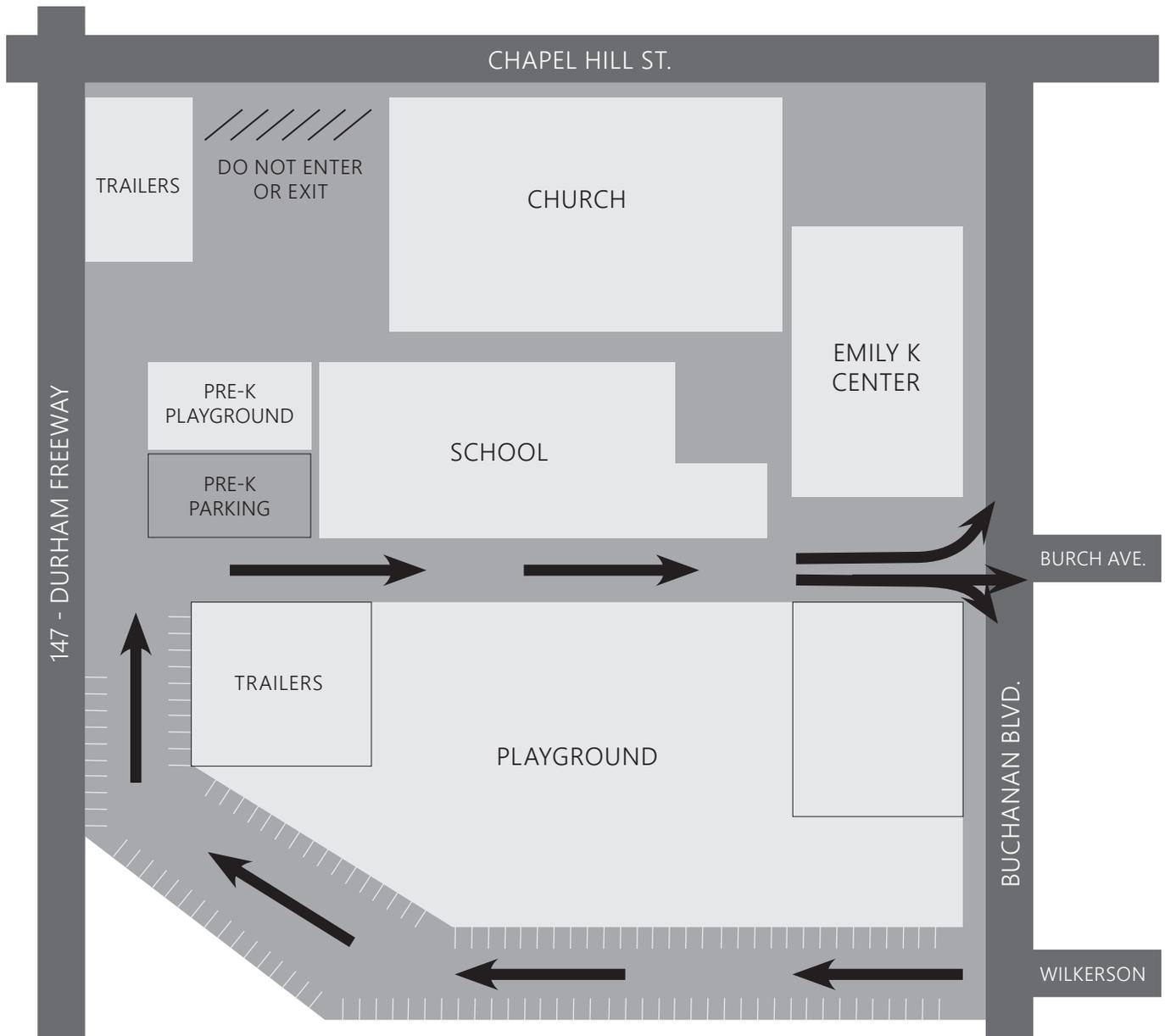
Please note: All students who arrive after 8:00am must be walked in to the school by a parent and signed in. If their class is in a different building for Mass, Friday Morning Prayer, Atrium, or PE, parents must walk them there after signing in.

We appreciate your cooperation as we keep our children, families, and staff safe this school year.



National Blue Ribbon School
since 2012

MORNING CAR LINE



All vehicles should enter in a single lane at the bottom of the playground on Buchanan Blvd and drive one-way, exiting back out onto Buchanan Blvd near the Emily K Center.

K-8 students should exit the car on the school side once it has pulled up to the straight-away in front of the school. Drivers who do not wish to use car line should park along the playground and walk up to the school, following the path marked with orange cones, and crossing only at the crosswalk when instructed to do so by a staff member.

Pre-K families only should park in the spaces facing the sidewalk in the small lot next to the Pre-K playground/classrooms and walk their children into the building (per NC regulations). See diagram on next page. After 8:00am, this lot is for visitor parking.



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Car Line Procedures

AFTERNOON PICK-UP

Car line pick-up starts at 3:00pm.

Please note: Between 2:15-3:00pm each day, parents may not enter the building to pick up students for early dismissal.

Staff members will be outside to assist and guide drivers and students as needed. All cars should enter at the bottom of the playground on Buchanan Blvd and travel one-way in two lines* toward the front of the school, per the diagram on the next page. Your children's first and last names and grades should be posted in your front windshield.

* Pre-K, Kindergarten, and Grade 1 parents should pick up students from the car line closest to the school. Students will be walked out by staff members. All other parents may choose whichever line is shorter.

All drivers should give the traffic directors a thumbs-up to signal that your children are safely in the car and you are ready to leave or a thumbs-down to signal that you are still waiting.

Once car line closes, please continue to park in the designated spaces only. Do not block the driveways of the trailers, park next to barricades/cones and other marked no-parking zones, use handicapped spaces without a valid permit, etc.

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Car Line Procedures

AFTERNOON PICK-UP - WALKERS

Dismissal begins at 3:00pm.

Please note: Between 2:15-3:00pm each day, parents may not enter the building to pick up students for early dismissal.

If you prefer to park and walk up to the school for pick-up, please follow the flow of car line traffic by entering at the bottom of the playground on Buchanan Blvd. Park in one of the designated spots on campus* and walk along the curb near the trailers, crossing at the crosswalk in front of the school doors. Do not cross through car line traffic at any time. Take your place in the walk-up line by the front doors and let the staff member know your child's name and grade.

* While you are welcome to park on Burch Avenue and in the Emily K Center parking lot, please be considerate neighbors. Do not block driveways or prevent EKC employees from parking in their lot.

Many times, driveways have been blocked or there have been no available spaces for Emily K staff.

Once your child has been released to you, please promptly move away from the front of the building to alleviate congestion. You may go to the playground, but please note that children must be accompanied by parents at all times and may not re-enter the building.

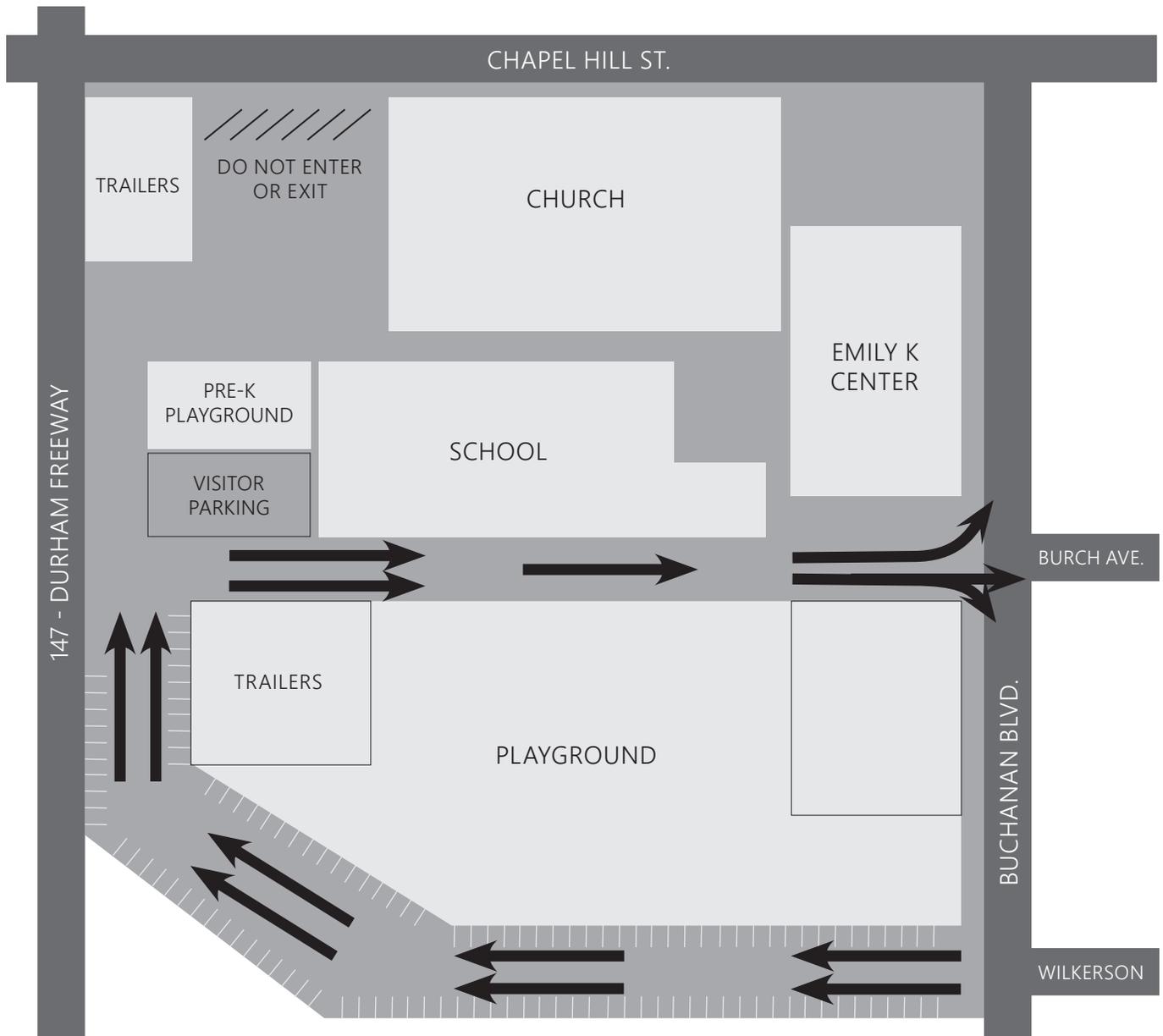
When exiting the campus by car, follow the flow of car line traffic.

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AFTERNOON CAR LINE



All vehicles should enter in two lanes at the bottom of the playground on Buchanan Blvd and drive one-way, exiting back out onto Buchanan Blvd near the Emily K Center. A sign with your child's full name and grade should be posted in your front windshield.

PK-1 students should be picked up from the car line on the school side.

All other students may be picked up from either car line.

Drivers should give the traffic directors a thumbs-up to signal that your children are safely in the car and you are ready to leave or a thumbs-down to signal that you are still waiting. Please remain alert to the traffic directors at all times.