

# CES Carline Procedures

At Covington Elementary School, safety is our top priority for our students and families. The St. Tammany Parish School System buses provide a safe means of transportation for your child. However, we know, at times, you will need to use our car line. When this arises, we ask that you follow the procedures indicated on the map to the right.

You need to enter the carline on N Jackson Street by the city library, on the **other side** of West 21<sup>st</sup> Avenue. You cannot enter onto Jackson from any other side street. A faculty member personally walks down Jackson Street to West 21<sup>st</sup> Avenue and puts your child on a list. This is how we call students to our car line. If you enter Jackson from any of the side streets before W. 21<sup>st</sup> Ave., you will not be placed on the list and will have to go around the block to get back in car line.

Carline dismissal begins at 3:36, at which time the first person will be directed to pull up. You will proceed to one of 4 colored cones. Your child should be at that cone waiting for you. For the safety of all, please DO NOT get out of your car.

Please have your child enter the car quickly and pull forward and out of the car line if you need to buckle your child. You must continue down Jackson Street until 17<sup>th</sup> Street where you can then turn left or right.

Please keep in mind the following as they relate to providing safe movement for all involved:

- Your child's carline tag must be displayed until after your child is in your vehicle.
- School Zones and car lines are HANDS FREE ZONES for cellular phones and other technology.
- Please remember to be courteous to our staff, students and other drivers.

Your child's safety is our top priority!

