

### Morning Car Line Procedures (Review)

1. Varner morning car line staff's number one priority is to keep all students and staff safe. Car line efficiency is also important, but not our number one priority.
2. Your student is on time for school only if they are in the building before the second bell rings at **7:50 a.m.** Varner staff will exit the car line promptly at that time and you will need to sign your student in if you are still in the car line at **7:50 a.m.**
3. At 7:45 a.m., car line shuts down to one lane only. Plan to arrive at Varner early so that your student is on time.
4. You may not enter the parking lot after 7:10 a.m. by turning left at the entrance to avoid car line.
5. Parking in the front row is prohibited after 7:10 a.m.
6. Please be mindful of your **speed** while entering and exiting the parking lot. Staff members and students are not in vehicles and are therefore vulnerable to a serious injury if you are speeding.
7. Switching lanes unless told to do so by a Varner staff member is prohibited at all times.
8. When your student or students have exited your car, please put your **thumb up** so that a Varner staff member can see it. **Thumbs up outside the window** is appreciated because of the number of tinted windows on vehicles today. If everyone would put their thumbs up out the window, the process would go a lot faster!
9. If you need to park, please notify the Varner staff member at the entrance and he/she will radio ahead to other staff members. You will be parking on the second row once you get through the car line.
10. Honking of horns, yelling at other parents or staff members, arguing with staff members and loud music, and **cell phone use is strongly discouraged** while in car line.