

2025-2026 CCA Carline Information

- As this is an entirely new carline process, we will be continuously reviewing and making adjustments as needed to ensure efficiency and safety for all.
- All families will be receiving new car tags with new numbers this year.
 - Car tags must be hung from your rearview mirror, or held up and visible, prior to reaching the input person for the entirety of the school year. This allows for a faster process. Please do not have your tag on your dashboard as it can be difficult to see from the road.
 - Lower school refers to Grades PK-6.
 - Upper school refers to Grades 7-11.

2025-2026 CCA Carline Information

- There will be **NO recall** this year.
 - Since both carline loops go around a large portion of the property, students will have plenty of time to exit their classes and arrive at the dismissal location.
 - If your student does not make it to your vehicle, please follow the staff's instructions and exit through the gate.
 - Lower school parents will go along the front of the main parking lot and enter back into line.
 - Upper school parents will exit the gate, go up the center aisle and go back through line from the turn area.
 - From 2:00 – 3:30, **no students** will be released from the main office without prior approval.
- Please remember that the safety of students, staff, parents and visitors is our priority.

- All vehicles in the parking lots **must** park in designated spots. Please do not park in fire lanes, cross walks or along the front of the building.
- Arrival will begin at 7:15.
- Cars will not be allowed to begin queuing at dismissal locations until **2:15**. If you are on campus prior to that, you must be parked in a designated parking spot.
- Lower school dismissal will begin at 3:00.
- Upper school dismissal will begin at 3:10.
- Dismissal may be delayed due to severe weather. Please be patient and know that we will continue with the dismissal process as soon as it is safe for all scholars and staff.
- Upper school scholars who are allowed to drive to school will park in the south parking lot.

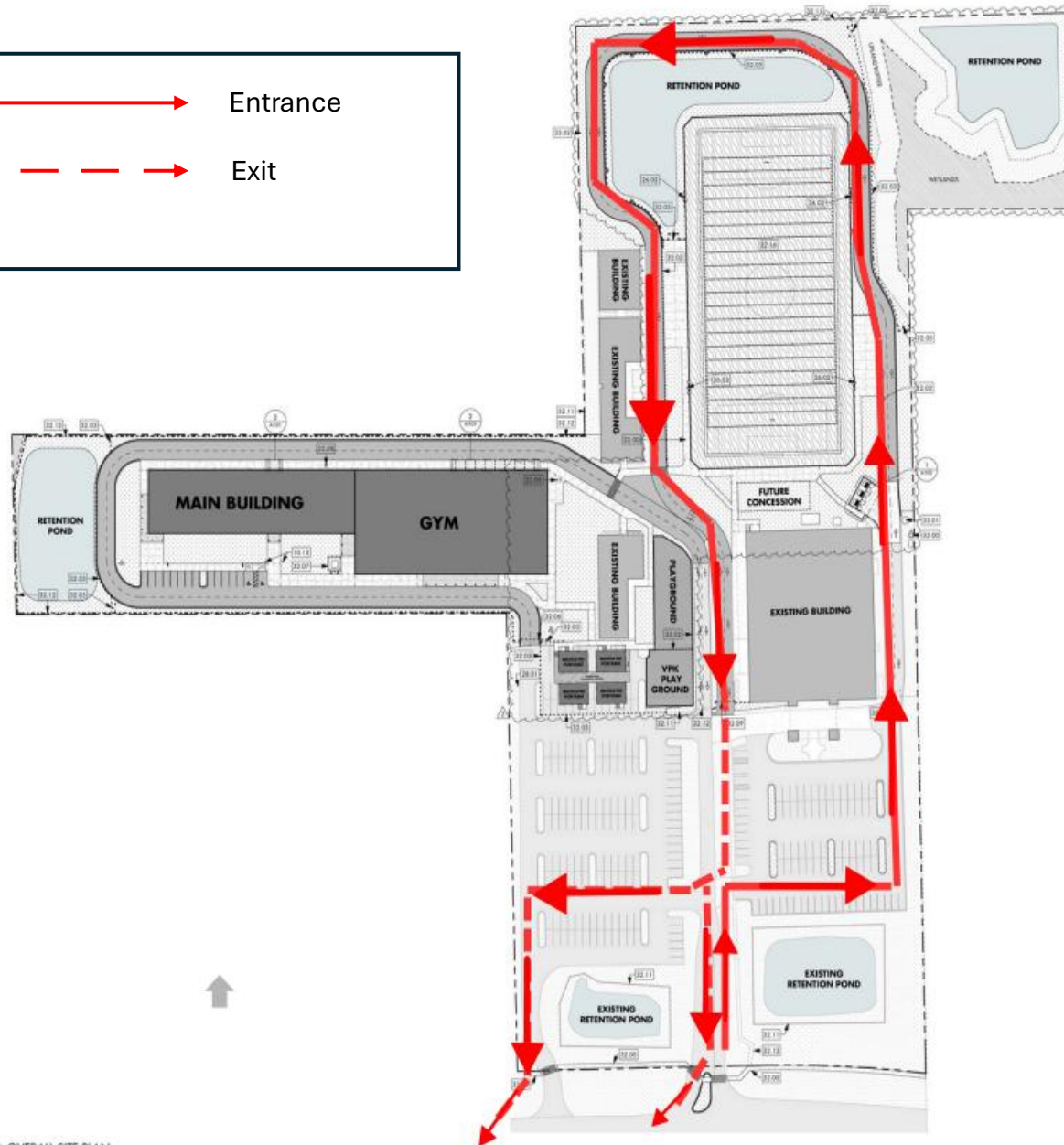
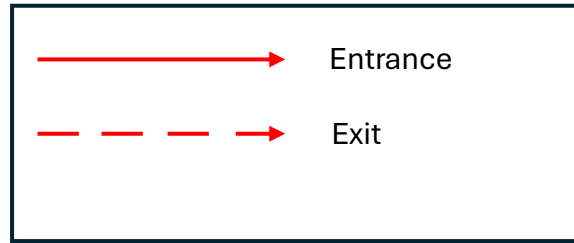
Morning Arrival

Arrival Instructions for Car Tags starting with

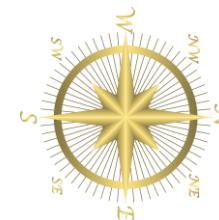
a **1**

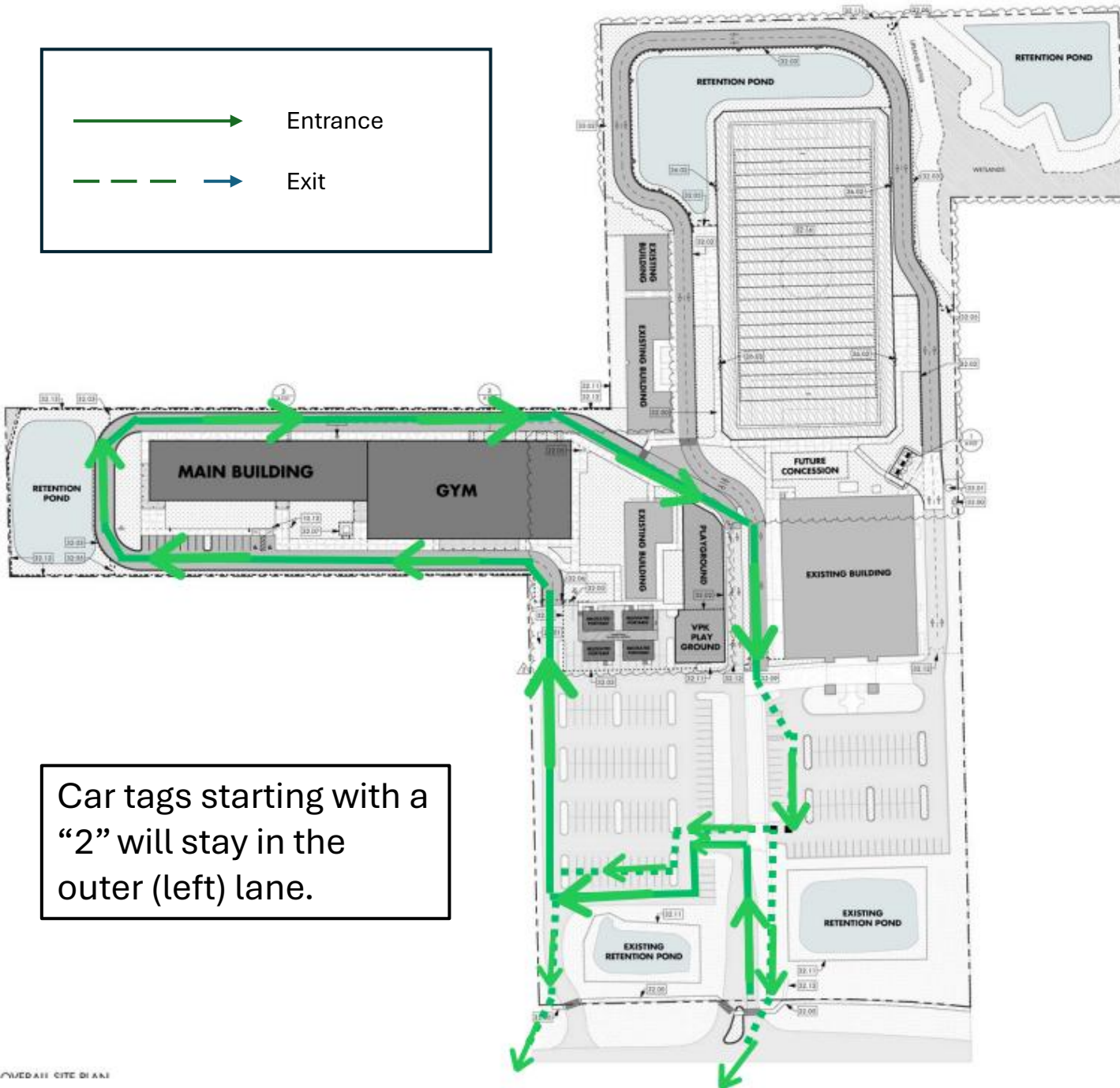
Example (1670)

These tags indicate you only have scholar(s)
in Lower School



1. Enter though the main entrance off of St. John's Bluff Road.
2. You will turn right into the main parking lot and travel to the fence, then turning left and proceeding west.
3. Continue through the gate and travel along the road.
4. As you come back up the center of the property, you will be directed to the cafeteria side of the Lower School.
5. Pull forward along the cafeteria and have your scholar(s) exit your vehicle immediately when you stop.
6. You will exit through the gate, go along the south side of the main parking lot and exit to the center aisle, exiting right (south) onto St. John's Bluff heading south.





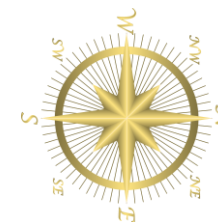
Car tags starting with a “2” will stay in the outer (left) lane.

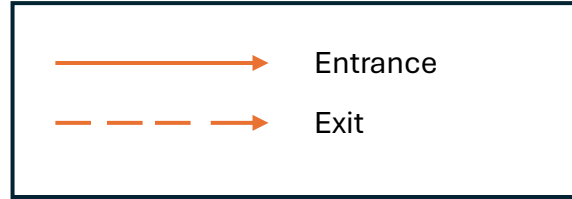
Arrival Instructions for Car Tags starting with “2”

Example - 2870

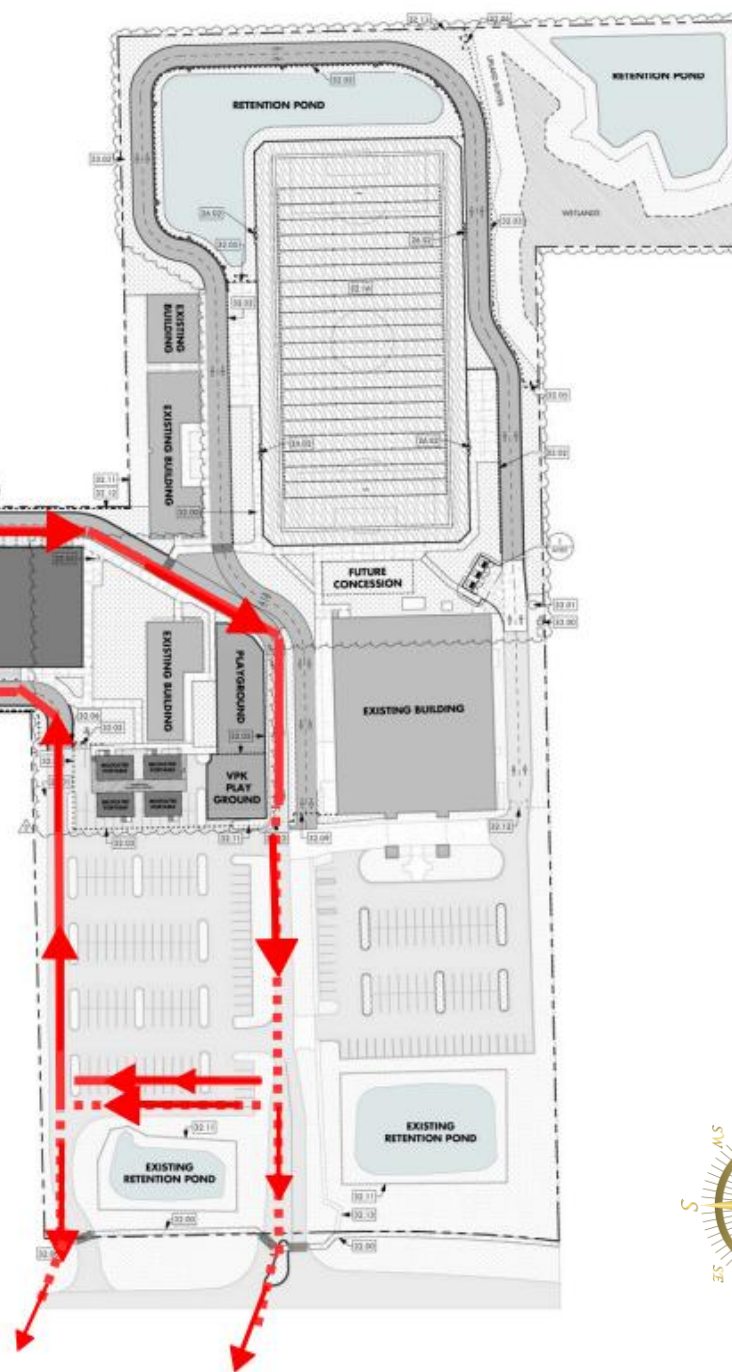
These tags indicate that you have a scholar in both
Upper and Lower Schools.

1. Enter the school through the main entrance off of St. John's Bluff Rd.
2. Once on campus, you will be directed to the left (south) parking lot.
3. Continue to the tree line and follow the road to the Upper School building.
4. Once you pass through the gate, stay in the **left** lane around the building and proceed to the drop off location.
5. Your upper school scholar will exit your vehicle once you come to a stop.
6. You will then continue straight and follow directions to cross to the lower school building.
7. Once you pull up along the lower school cafeteria your lower school scholar will exit the vehicle.
8. You will exit through the gate, go along the south side of the main parking lot and exit to the center aisle, exiting right (south) onto St. John's Bluff heading south.





Car tags starting with a "3" will stay in the inside (right) lane.

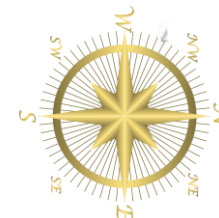


Arrival Instructions for Car Tags starting with **"3"**

Example - 3870

These tags indicate that you have scholar(s) only in Upper School.

1. Enter the school through the main entrance off of St. John's Bluff Rd.
2. Once on campus, you will be directed to the left (south) parking lot.
3. Continue to the tree line and follow the road to the Upper School building.
4. Once you pass through the gate, stay in the **right** (inside) lane around the building and proceed to the drop off location.
5. Your upper school scholar will exit your vehicle once you come to a stop.
6. You will exit out of the center gate continue to the center aisle and go straight up the road.
7. Following the directions of staff, you will either exit from the main exit or the south exit, heading south on St. John's Bluff Rd.

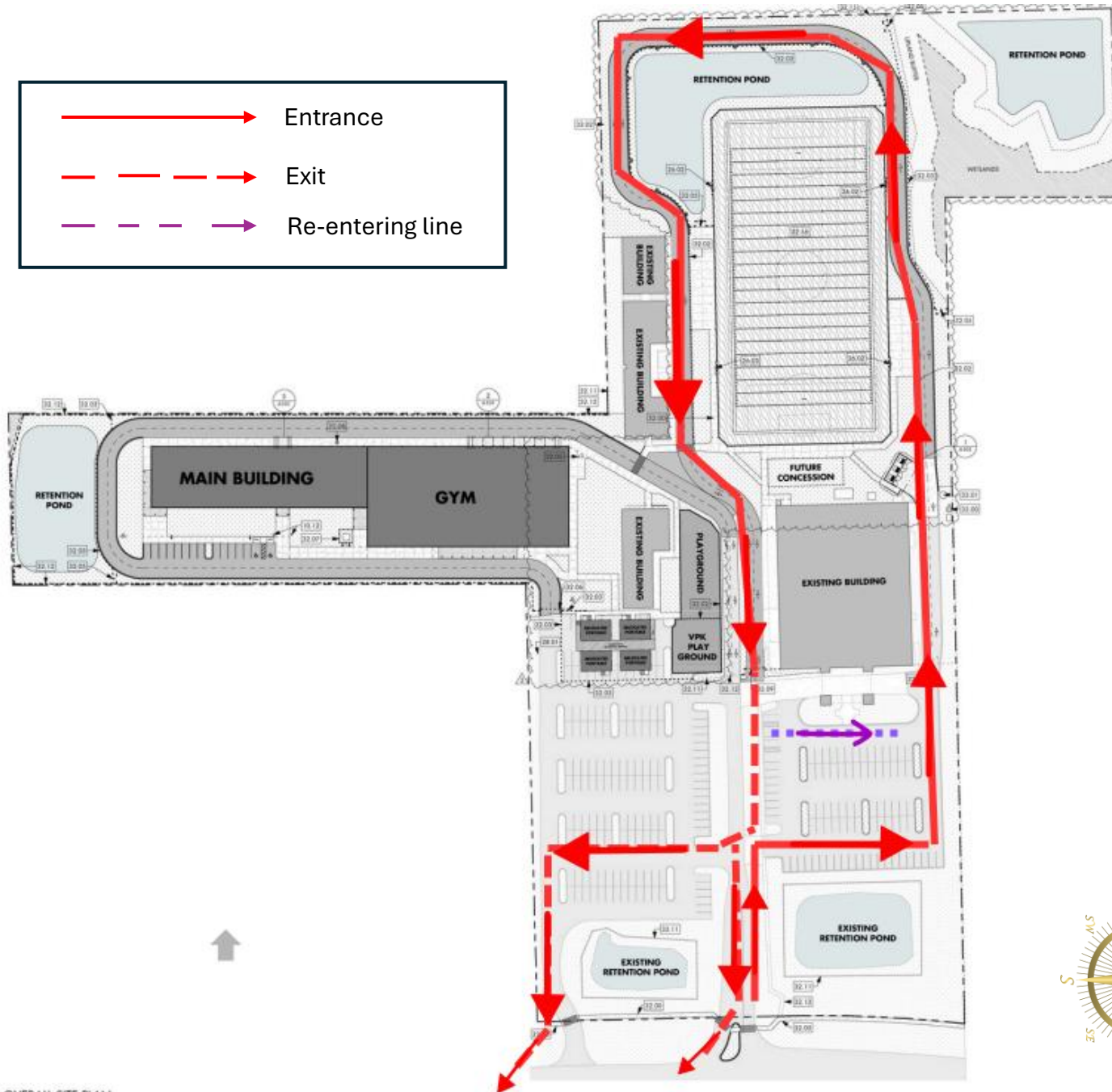
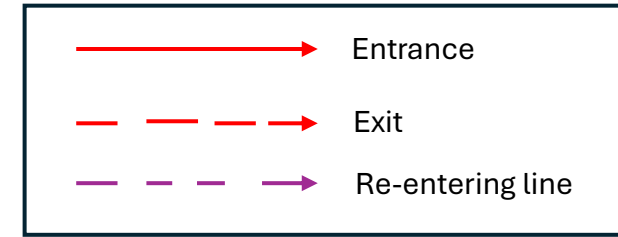


Afternoon Dismissal

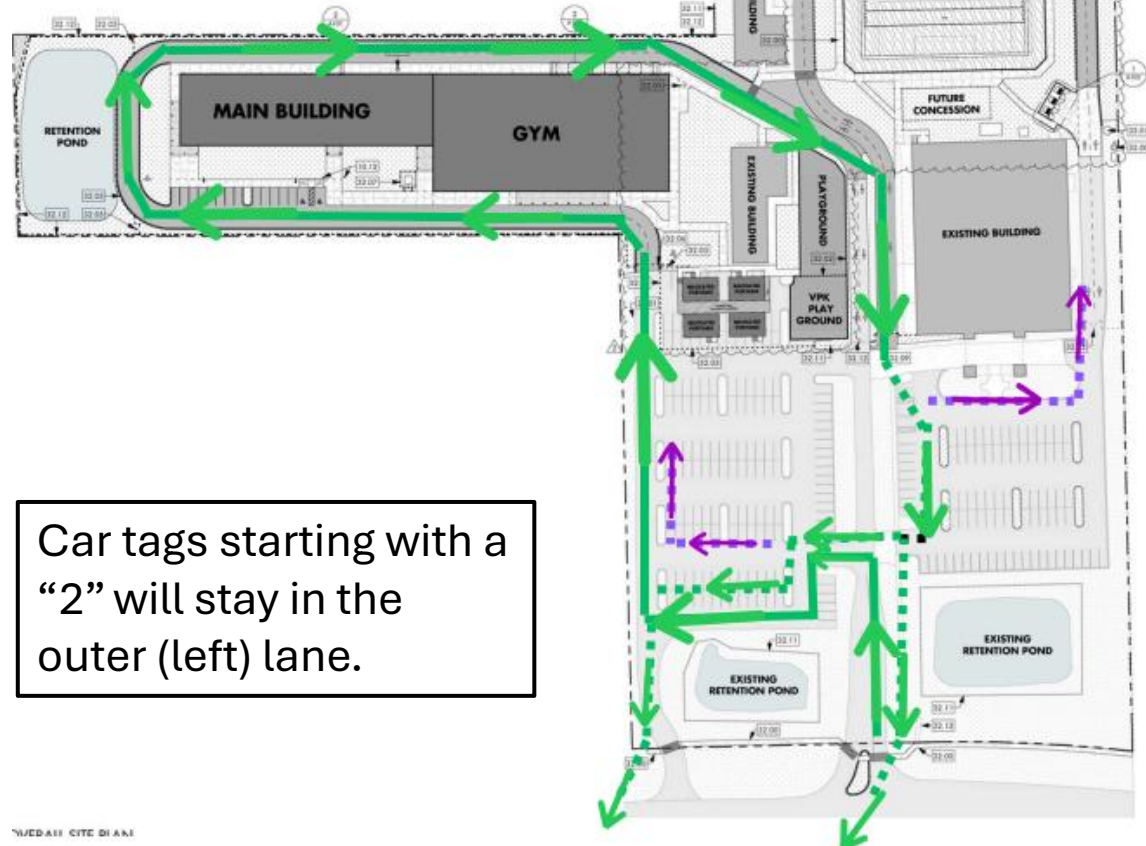
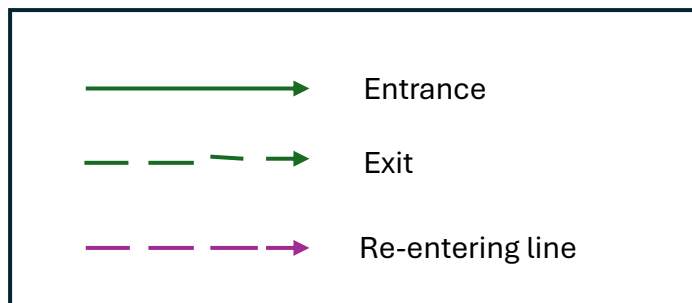
- Same process as arrival. If you need to get back in line, please follow the purple line.
- You only need to enter the carline for the building where you are picking up a scholar. For example, if your car tag shows both a lower and upper school scholar (2), but you only need to pick up your lower school scholar, use the line designated for lower school only. Similarly, if your lower school scholar went home early and you only need to pick up your upper school scholar, use the line for upper school only. It is acceptable to enter a line different from what is shown on your car tag if you are only picking up from one school building.
- Student drivers will be dismissed after last car is called.

Dismissal Instructions for Car Tags starting with a **1**
Example (1670)

These tags indicate you only have scholar(s) in
Lower School



1. Enter though the main entrance off of St. John's Bluff Road.
2. You will turn right into the main parking lot and travel to the fence, then turning left and proceeding west.
3. Continue through the gate and travel along the road.
4. As you come back up the center of the property, you will be directed to the cafeteria side of the Lower School.
5. Pull all the way forward along the cafeteria and have your scholar(s) enter your vehicle immediately when you stop.
6. If your scholar has not gotten to your car when vehicles are moving, you will need to exit and go through the parking lot to get back in line. (follow the purple route)
7. You will exit through the gate, go along the south side of the main parking lot and exit to the center aisle, exiting right (south) onto St. John's Bluff heading south.

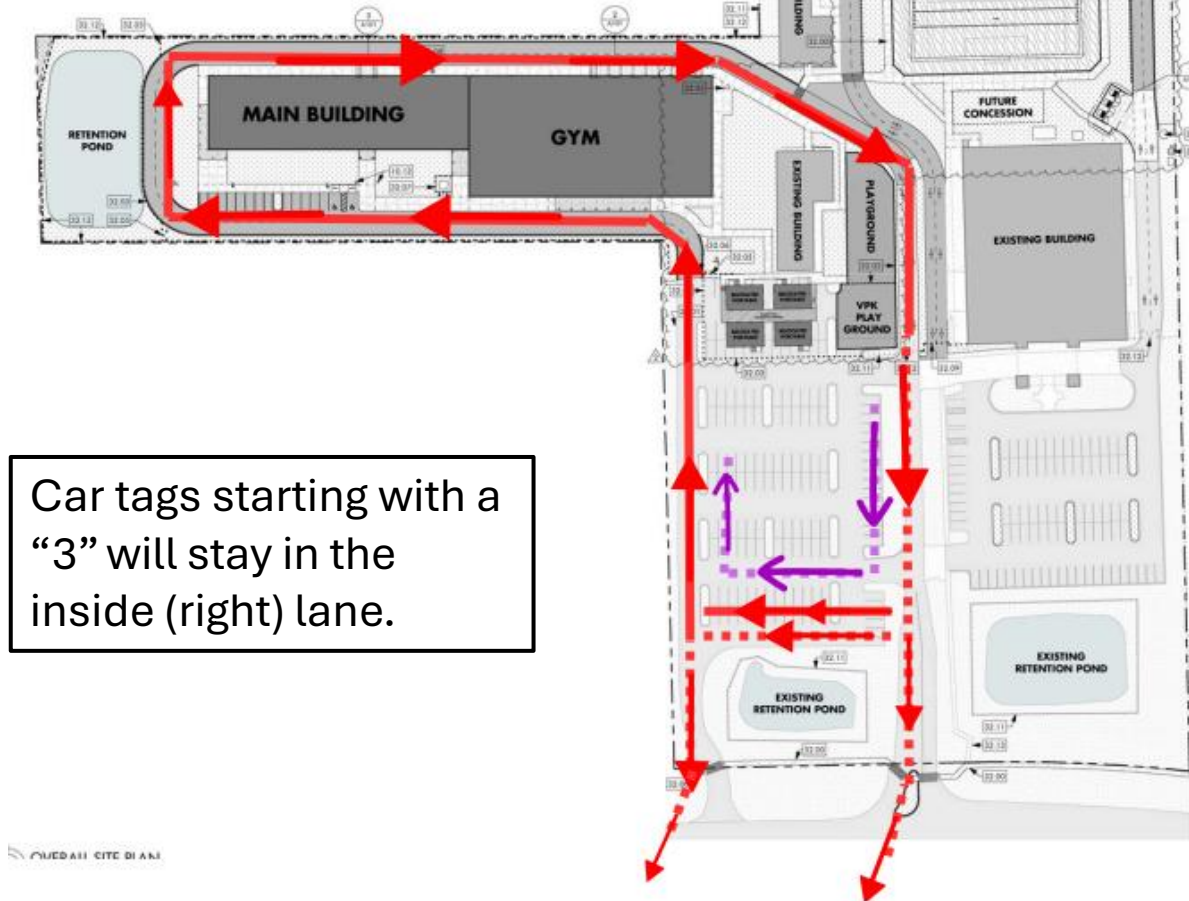
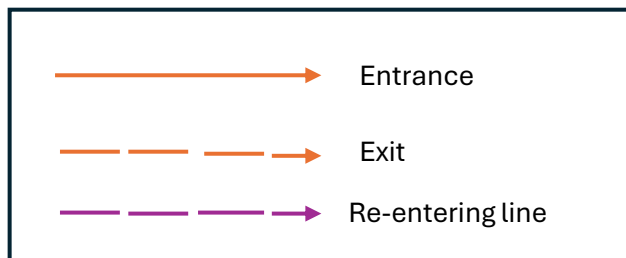


Dismissal Instructions for Car Tags starting with **"2"**

Example - 2870

These tags indicate that you have a scholar in both
Upper and Lower Schools.

1. Enter the school through the main entrance off of St. John's Bluff Rd.
2. Once on campus, you will be directed to the left (south) parking lot.
3. Continue to the tree line and follow the road to the Upper School building.
4. Once you pass through the gate, stay in the **left** lane around the building and proceed to the drop off location.
5. Your upper school scholar will enter your vehicle once you come to a stop.
6. You will then continue straight and follow directions to cross to the lower school building.
7. Once you pull up along the lower school cafeteria your lower school student will enter the vehicle.
8. If you do not have your scholar when cars begin moving, you will have to exit and go into the lower school line or upper school line (depending on the grade level you need)
9. You will exit through the gate, go along the south side of the main parking lot and exit to the center aisle, exiting right (south) onto St. John's Bluff heading south.

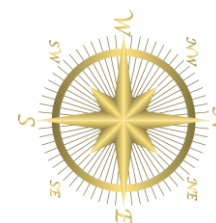


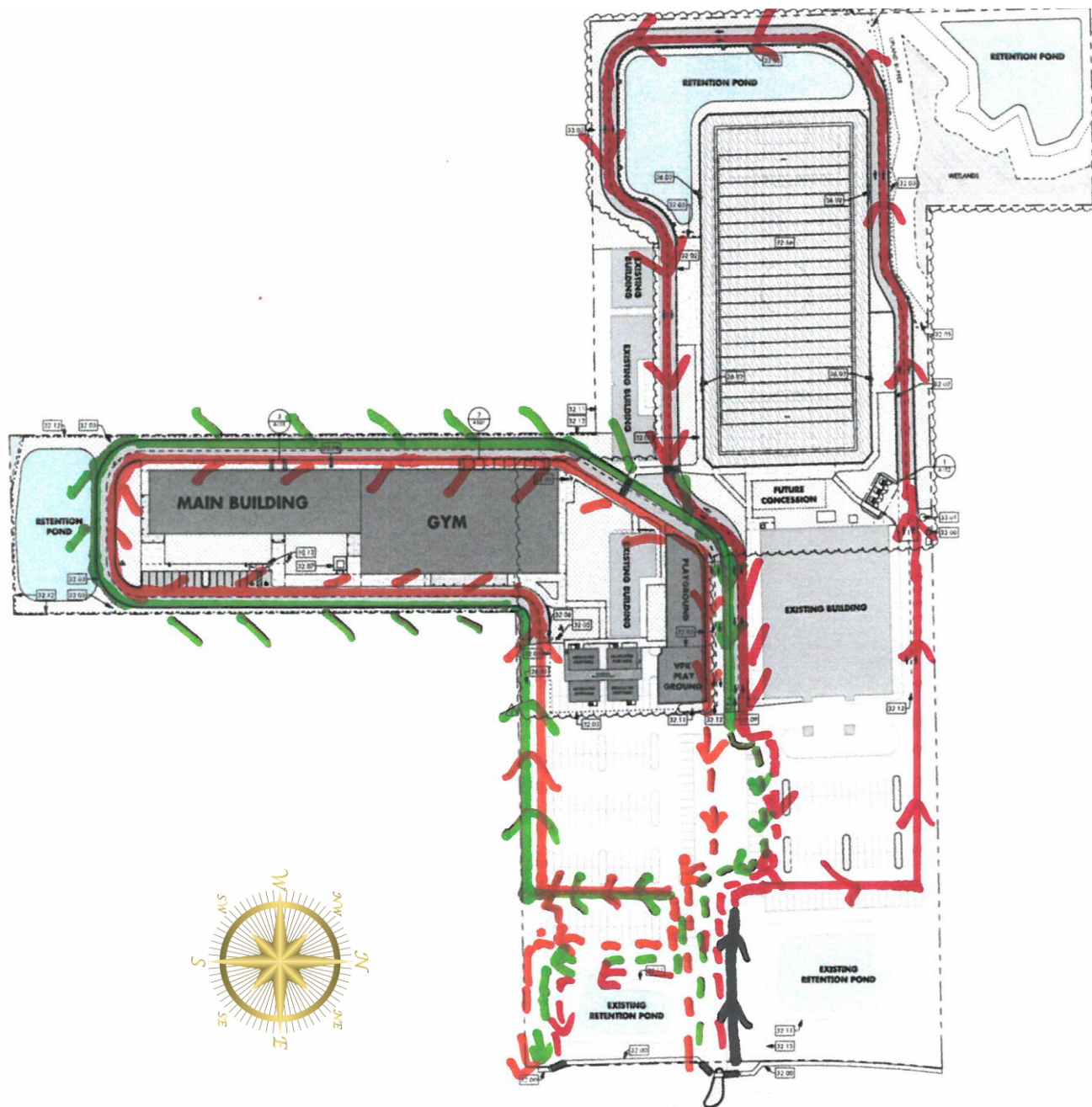
Dismissal Instructions for Car Tags starting with **"3"**

Example - 3870

These tags indicate that you have scholar(s) only in Upper School.

1. Enter the school through the main entrance off of St. John's Bluff Rd.
2. Once on campus, you will be directed to the left (south) parking lot.
3. Continue to the tree line and follow the road to the Upper School building.
4. Once you pass through the gate, stay in the **right** (inside) lane around the building and proceed to the drop off location.
5. Your upper school scholar will enter your vehicle once you come to a stop.
6. If you are still waiting for your scholar once cars begin moving, you will need to exit and follow the path to get back into the upper school line.
7. You will exit out of the center gate continue to the center aisle and go straight up the road.
8. Following the directions of staff, you will either exit from the main exit or the south exit, heading south on St. John's Bluff Rd.





- Each day, our goal is to receive and release over 1000 students in a 30-minute period. (morning and afternoon)
- Please remember to be courteous to the staff, who are **volunteering** to make these processes safe and orderly, to other drivers, and to our community partners.
 - Follow staff's directions and have car tags hanging and visible.
 - Respect each other; do not cut off cars or act in a manner that does not reflect CCA's virtues.
 - Please do not block the entrance to the adjacent apartment complex (if traffic happens to back up onto St. John's Bluff Rd.)
- When exiting the campus, you must turn right onto St. John's Bluff Rd. Do not jigsaw through the traffic control area to travel north. Go down to the first turnabout and make a U-turn.
- In the afternoon, gates will open at 2:45
- **Florida law prohibits the handheld use of cell phones while driving on school campus. Please keep phone use to a minimum as your attention while driving creates the safest environment.**