

# Car line Procedure

*For 3's, PreK and & TK Classes ONLY*

The car line will begin under the breezeway in front of the double red doors of the Kids Building. You may start lining up at **8:45am** and we will start unloading kids at **8:50am**. The car line will close at **9:10am**. If you arrive after 9:10am, please call the KATC office at 817-421-5437 and a staff member will meet you in the circle drive. You will receive a sign that has your child's name & class written on it and it needs to be displayed clearly from your car so teachers and staff can see.

3A – Red  
3B – Blue  
PreK A – Yellow  
PreK B - Orange  
TK – Green

You will need to download the ***Brightwheel App*** on your phone. This will be used to check-in your child to their class virtually.

Once you pull up to the front of the car line, a teacher or staff member will greet you and escort your child inside the building. **Please have all your child's belongings ready when you arrive!** Shoes on, backpack/nap mat ready, etc. This will make the drop-off process more efficient for everyone. Your child will need to have their backpack on their backs when they walk into the building. We will help the 3-year-olds with their nap mats, if needed.

Once inside the building, your child will join their class in a designated area on the first floor until all students have arrived. Please let us know if your student won't be attending school that day by sending a message in Brightwheel.

***If you have children in various age groups, you will park your car and enter the double red doors. You can drop off your older child in their designated area on the first floor (we'll have signs to help you) and then proceed to drop off your younger child upstairs.***