

**ARRIVAL/DISMISSAL TRAFFIC GUIDELINES 2019-20** revised 8/14/19

Please familiarize yourself and/or anyone who drops off or picks up your child/children with the guidelines below. If everyone does their part it makes for a smoother process. We appreciate your cooperation as this is for the paramount safety and protection of all students.

- **SPEED LIMIT IN PARKING LOT IS 5 MPH!**
- Do not stop/park in red curb areas. Students are never to be dropped-off or picked-up from these locations.
- Never drive around barriers next to the school building between Marron Hall and East school wing. The school NEVER allows cars in this area. This is a student designated area, only.
- **You may NOT park south of barriers (school side) when dropping off or picking up unless the school determines to use a rainy day/extreme heat day schedule (see below).**
- PLEASE DO NOT TALK TO TEACHERS BEFORE SCHOOL OR DURING PICK-UP AS THEY ARE RESPONSIBLE FOR STUDENT SAFETY.

Morning School Traffic Guidelines

No students should walk across the parking lot in the morning before 7:40am as this can be extremely dangerous. ALL parents are requested to drive through the traffic line when bringing students to school regardless if parent stays for morning assembly.

- Enter the parking lot (you may not have to loop around parked cars).
- Students are to be out of their cars and in line for morning assembly by 7:35am.
- If arriving after 7:40am, parents are to park in marked stalls north of barriers (church side) and walk their students into the school office.
- Parents staying for morning assembly are to drop off students from carline, then park north of barriers (church side) and gather at the grade 8 tables.
- **You may NOT park south of barriers (school side) when dropping off.**

After School Traffic Guidelines

- All TK-8 students are to proceed to the pick-up line.
- TK-3 are dismissed Monday-Thursday at 2:30pm (1:30pm Fridays) from the carline. Only those parents should enter the pickup line before 2:30pm.
- 4-8 are dismissed Monday-Thursday at 2:40pm (1:30pm Fridays) from the carline.
- All students not picked up by 3:00pm (1:50pm on Fridays) will be signed into after-school care and charged a late pick-up fee even if you arrive by 3:01pm.
- Students must ALWAYS be supervised when on campus. Siblings of students participating in extra-curricular activities must be signed into daycare. Students may not "hang around" unsupervised after school, during practices, games, club meetings, etc. as coaches will only assume responsibility for registered team members of specific activities.
- Enter the parking lot and follow the traffic route which loops around the parked cars (whether or not orange cones are present – see map).
- **You may NOT park south of barriers (school side) when picking up.**

- Once in line, continue moving as far forward as possible before stopping to let child in car. Even if you pass by your child.
- Please stay in your vehicle. We will do our best to see that your child gets into the car safely. If your child is unable to fasten his own seatbelt then you must park and walk up for pick-up.
- Make sure to have the passenger (right) side clear from obstructions so that your child can enter on THAT side.
- No cell phone use while picking up children to avoid any unnecessary incidents.
- If your child is unable to fasten his/her own seatbelt, then you must park and walk up for pickup.

After School Walk-Up Guidelines

- Park in designated parking stalls north of the barriers (church side).
- Please wait by grade 8 tables.
- Do not gather around hall doors, bathrooms, or in front of the office when waiting for your child.
- All children must go with class to designated class pick-up area. Students will be sent to you when the teacher has given permission.

Rainy Day/Extreme Heat Schedule Guidelines

This is the only time you may park south of barriers (school side) during school.

Drop-Off

- All students are to report to the small hall.

Pick-Up

- Parents are to wait in cars until stated dismissal time.
- Do not gather around hall doors, bathrooms, or in front of the office when waiting for your child.
- Go directly to your child's classroom through the interior hallways.
- Exit the hallways immediately after receiving your child. Please do not congregate in hallways.
- Please be extremely careful when exiting campus as students and younger siblings are present in parking lot.

PARENT/GUARDIAN NOT PICKING UP

- If the adult picking up student will be consistently picking up your child, please add that person to your emergency card.
- If the adult picking up student is not on your emergency card, please notify in writing 1) the name of the person picking up student 2) the date the person is picking up the student 3) sign and date this note.

TRAFFIC REMINDERS

All people who visit the church and school are required to follow the same parking rules as they do in the city. You may not park; and therefore, students may not be dropped off at the red curbs. It is designated red for "no parking" to provide emergency vehicle access. This is for the safety of everyone.

The color painted on curbs means:

- White (or no color): Parking allowed, unless restricted or limited by signs.
- Blue: Parking for the disabled only. ...
- Green: Parking allowed for a short time. ...
- Yellow: Stop only long enough to load or unload passengers. ...
- **Red: No parking!**