



## ARRIVAL/DISMISSAL TRAFFIC PROCEDURES 2022-23

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.

- **PARKING LOT SPEED LIMIT IS 5 MPH!**

- There is a carline and walk-up option for pick-up/drop-off.
- No cell phone use while dropping-off or picking-up.
- Please do not talk to teachers during drop-off or pick-up as they are responsible for student safety.
- Do not stop/park in red curb areas. Students are never to be dropped-off or picked-up from these locations.
- The passing lane is not a fast lane. **SPEED LIMIT IS ALWAYS 5 MPH!**
- Always be cautious of cars and pedestrians.



### MORNING DROP-OFF

- Students may be dropped off beginning at 7:15am. If using the carline, students are to be out of their cars and in the morning assembly line by 7:35am.
- The gate will close at 7:40am. If arriving after 7:40am, parents are to park north of the gate (church side) and walk their students into the school office.
- Follow traffic route instructions listed below.
- For walk-up drop-off, please refer to the map for the designated area.

### AFTERNOON PICK-UP

- All TK-8 students are dismissed Monday-Thursday at 2:40pm and Fridays at 12:15pm.
- All students not picked up by 3:00pm (12:35pm on Fridays) will be signed into after-school care and charged a drop-in fee even if you arrive at 3:01pm (12:31 Fridays).
- 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.
- Follow traffic route instructions below.
- For walk-up pick-up, please refer to the map for the designated area

## **TRAFFIC ROUTE**

- There are 2 lanes: pick-up and passing lane
- Make sure to have the passenger (right) side clear from obstructions so that your child can enter/exit on THAT side.
- Enter the parking lot and follow the traffic route which loops around the parked cars (see map).
- The traffic line for afternoon pick-up is to enter RIGHT via Olive branch into our parking lot.
  - Do not turn left into our parking lot.
  - Do not block traffic on the opposite side (north side) of Olive Branch by trying to make a left.
  - If you are turning left, you are on the wrong side of the street.
- **Drive 5mph** in the passing lane until you reach your child's class; then pull into the right drop-off/pick-up lane to let child out of/into the car. Carefully re-enter the passing lane and continue to exit.

## **After School Walk-Up Guidelines**

- Park in designated parking stalls
- Do not gather around hall doors, bathrooms, or in front of the office when waiting for your child.
- Do not go past the barricade.
- All children must go with their 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 the gate (school side) during school.

### **Drop-Off**

- All students are to report to the small hall.

### **Pick-Up**

- Parents are to wait in cars until 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:
  - TK, K, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> grade will be picked up via their outside classroom doors
  - 6<sup>th</sup> grade will be picked up via the Science classroom
  - 8<sup>th</sup> grade will be picked up via the Teacher's Lounge
  - 2<sup>nd</sup> and 4<sup>th</sup> grade will be picked up via the hallway entrance door
- Please be extremely careful when exiting campus as students are present in the parking lot.

## **IF PARENT/GUARDIAN IS 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 the office/teacher in writing or email 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.
- If your child is unable to fasten his/her seatbelt, then you must either park in the designated "seatbelt parking area (see map)" or walk-up for pick-up.

### **TRAFFIC REMINDERS**

All people who visit the church and school are required to follow the same parking laws 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!**