



2011-12

OUR COMMITMENT TO YOU WITH YOUR HELP

It is imperative that we all try to follow these basic requests and attached traffic flow instructions. The obvious reason is to increase efficiency of traffic flow and the safety of everyone on campus.

Some Basic Requests:

1. If you have a pre-school child, please hold their hand if you are with them in the parking lot.
2. Please refrain from talking on the phone while on campus.
3. Please be aware of the laws for transporting your children properly. There are specific laws regarding the use of booster seats and seat belts. If you need time to secure your child at dismissal, please pull forward and park in a safe area to finish the process. This will enable the line to keep moving.
4. Drop off and dismissal carpool during the first couple of weeks is extremely hectic. The number of cars is much heavier as well as the number of parents arriving much earlier than necessary to pick up their children in the afternoon. After a few weeks, the rhythm of carpooling gets much better. By then students, parents, and staff are all acclimated to the process. This will radically reduce your wait time in getting your children and eventually relieve the congestion in the parking lot. Please exercise patience.
5. Please ask your student(s) regardless of his/her age to listen for their name (or number) during dismissal over the intercom so they are prepared to go home when called. Our intention is to call your children in advance so they are waiting for you at the pickup zone.
6. We would like to discourage parking and coming into the building(s) during dismissal. A minimum amount of pedestrian traffic makes for a much safer environment. Please use the carpool line.
7. For the first couple of weeks it is understandable for students to be escorted into their classrooms in the morning, especially if they are new or very young. If you choose to walk your child in, please enter through Building "B" or "D" only. After a few weeks, please start dropping your children off at the drop off zones. We have Safety Patrols as well as adult supervision specifically designated to make sure your little one reaches his/her destination safely. This will also minimize pedestrian traffic in the parking lot when the numbers of cars navigating carpool is at its peak.
8. We have several "Silent Auction" reserved 24/7 parking spots in front of Bldg. "A" and "D". Please do not park in these spots. These families have spent each year \$2,500 so they can have that privilege. We also have nine "Visitor Parking" spots adjacent to the front of Bldg. "B". These are for your use the first couple of weeks if you need to walk your child into school. If these are full you may also park on the gravel immediately to your right when you enter the campus.
9. If you park anywhere on the gravel on your right side when entering the campus, please walk down to the designated crosswalk marked in yellow on your attached map to enter into Bldg. "A" & "B". We can control the crossing of everyone in 12' for safety, not the arbitrary crossing of traffic lanes for the entire length of the entrance. This also gives every driver a better picture as to where the pedestrians will be crossing rather than randomly stepping out in front of their car. The lines are your friends, please stay within the lines.
10. Please watch your speed. Especially down the west side. We don't need any unfortunate accidents that could turn into a tragedy. Parents of high school drivers, please help. Last year many of our adults were traveling between 20 and 35 mph. which is entirely too fast. The posted speed limit on campus is 10 mph.

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CARPOOL INSTRUCTIONS

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Drop Off/Walk In Times

A.M. Extended Care (7:30 – 8:10 in Bldg. “A”, “C”, “G”) (See Map)

Pre-school (K-3 – Bridge)
Lower School (K-5th Grade)
Upper School (6th -12th Grade)

7:30 – 8:10 Bldg. “E” / (Zone #2) Parents walk into bldg. w/ student
7:30 – 8:10 Bldg. “E” / (Zone #2) May drop off student
7:30 – 8:10 Bldg. “G”/ (Zone #3) Dismissed to Classrooms at 8:10

Supervised Drop Off at Drop Off Zones

(Drop Off for those not needing Extended Care) (See Map)

8:15 – 8:30 - Pre-school
8:15 – 8:30 - K-2nd Grade
8:15 – 8:30 - 3rd – 5th Grade
8:10 – 8:25 - 6th -12th

Supervised Drop Off at Drop Off Zone #1
Supervised Drop Off at Drop Off Zone #1 (Tardies Bldg. “B”)
Supervised Drop Off at Drop Off Zone #2 (Tardies Bldg. “B”)
Supervised Drop Off at Drop Off Zone #3

Dismissal / Pickup Times

P.M. Extended Care (3:45 – 5:00 p.m. / Playground / Bldg. “C”)

3:00 – 3:15 - Pre-school
3:15 – 5:00
3:15 - 3:30

Pre-school carpool at Zone #1
Pre-school students not picked up will be taken to extended care.
Pre-school students who go home with older siblings will be taken to Bldg. “E” to be dismissed at 3:30 p.m. at Zone #2
Carpool pickup at Zone #2 for those K-3 – 5th graders using pickup
All remaining students dismissed to Extended Care (playground or Bldg. “E”). Parents will need to park and enter through Bldg. “B” Zone #5 to check their child out of Extended Care.

3:30 - 3:45
3:45 - 5:00

K-5th Grade carpool at Zone #2
All remaining students dismissed to Extended Care (K-5). Parents will need to park and enter through Bldg. “B” Zone #5 to check their child(ren) out of Extended Care.

3:30 – 3:45 - Lower School
3:45 - 5:00

3:30 – 3:45 - Upper School
After 3:45

6th – 12th Grade carpool at Zone #3
All remaining 6th – 8th Grade students will remain in the lobby of Bldg. “G”. If parents can not be contacted by phone students will eventually be moved to Bldg. “D” so supervision may go home.
All students need to be picked up by 5:00. Staying for upcoming evening events without adult supervision is unacceptable.

After 5:00 p.m.

Important Observations:

1. There will be supervision of your children after 7:30 a.m. every morning. (We are unable to receive children prior to 7:30 a.m.)
2. Traffic flow around the campus is ONE WAY except in front of Bldg. “A” and “B”. This loop is so you may double back to the back of the campus instead of driving out onto 2920 just to revisit the back of the campus after carpool. Please drive slowly since cars will be backing out of parking spots as well as coming toward you on your return to the back of the campus. Campus speed limit is 10 mph.
3. If picking up or dropping off, allow the outer lane to stay open for through traffic.
4. The yellow on the attached map denotes “Crosswalks” where “Crosswalk Directors” stand.
5. The attached map is color coded to denote “Visitor” and “Reserved Silent Auction” parking.
6. Parents picking up students from extended care after 3:45 will need to enter through Bldg. “B” Zone #5.
7. Extended Care lasts until 5:00 p.m. (See Handbook to address additional charges after 5:00.)
8. It is unacceptable for any 9-12 students to be at school after 5:00 p.m. without adult supervision.

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NARRATIVE CARPOOL DIRECTIONS
(Color-Coded to First Page Times for Easy Grade Level Recognition)

Pre-school – K-3/K-4/Bridge (Red)

Morning Drop Off – (Extended Care 7:30 – 8:10 a.m.)

Extended Care – 7:30 – 8:10 a.m. – Pre-school students (K-3 / K-4/ Bridge) are to be walked into Bldg. “E” at (Zone #2). Please proceed to exit toward FM 2920.

Supervised Drop Off – (8:10 – 8:30 a.m.)

Pre-school – K-3/K-4/Bridge – 8:10 – 8:30 – Please enter the campus in the first concrete drive and proceed to go around the entire campus to the (Drop Off Zone #1) at the very end of the drive on the west side of the campus. (See Attached Map) Adults and Safety Patrol helpers will be on the sidewalk to help the students into the building. Proceed to exit out of the driveway. The circular perimeter driveway is ONE WAY.

After School Pickup – (3:00 p.m. Dismissal)

Pre-school – K-3/K-4/Bridge – 3:00 p.m. Dismissal - Please enter the campus on the same drive and proceed to go around the entire campus to form a line along the long driveway on the west side of the driveway. Carpool will start dismissing at 3:00 p.m. from that area (Zone #1) (See Map)

After School Extended Care

Pre-school – K-3/K-4/Bridge – 3:15 p.m. – Any remaining Pre-school students will be taken to Bldg. “E” (Zone # 2). If they have older siblings they will be dismissed at the regular dismissal time with their siblings @ (3:30 p.m.) from (Zone #2). At 3:45 all remaining students will be escorted to the playground immediately after the regular dismissal. In case of inclement weather the students will be in Bldg. “E”. All exterior gates will be locked at 3:45 p.m. so you will need to come through Bldg. “B” (Zone #5) to check your child out of Extended Care after 3:45. Extended Care ends at 5:00. Ample visitor parking is in front of Bldg. “B” for you to utilize. (See Handbook to address additional charges after 5:00 p.m.)

Lower School – K-2nd Grade (Zone #1) 3rd – 5th (Zone #2) (Blue)

Morning Drop Off - (Extended Care)

Extended Care – 7:30 – 8:10 - Please enter the campus in the first concrete drive and proceed to Drop Off area (Zone #2). Students will need to proceed to Bldg. “E”. After you drop off your child you may proceed to the exit out to Hwy. 2920. Note: The campus driveway is ONE WAY for everyone. (Refer to arrows on attached map.)

Supervised Drop Off – (8:10 – 8:30 a.m.) - K-2nd Grade – (Zone #1)

Lower School Drop Off – K-2ndGrade – 8:10 – 8:30 – (Zone #1) Please enter the campus in the first concrete drive and proceed to go around the entire campus to (Zone #1) at the very end of the drive on the west side of the campus. Adults and Safety Patrol helpers will be on the sidewalk to help the students into the building. Proceed to exit out of the driveway. The entire campus circular perimeter driveway is ONE WAY.

Supervised Drop Off – (8:10 – 8:30 a.m.) – 3rd – 5th Grade – (Zone #2)

Lower School Drop Off – 3rd – 5th Grade – 8:10 – 8:30 – Please enter the campus on the concrete drive and proceed to go around the entire campus to (Zone #2). An adult will be on the sidewalk to help the students out of the car. (3rd – 5th will walk through Bldg. “E” to their classrooms in Bldg. “D”). Proceed to exit out of the driveway. The entire campus circular perimeter driveway is ONE WAY.

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After School Pickup – (3:30 – 3:45 p.m.)

Lower School Dismissal – K-5th Grade – 3:30 – 3:45 - Please enter the campus on the gravel drive and proceed to go around the entire campus to form a line starting on the west side by (Zone #2) and stacking all

the way back toward where you entered the campus. Carpool will start dismissing at 3:30 p.m. from (Zone #2). (See Map) Entering on the gravel entrance for you will allow the upper school carpool line to enter on the concrete since their pickup zone is (Zone #3) where they will stage about 15 cars in three rows. After leaving the gravel, just stay on the right until you transition into the left lane on the east side of Bldg. "G". There will be a traffic supervisor at this point to help you make that move to the left lane.

After School Extended Care – (3:45 – 5:00 p.m.)

Lower School Extended Care – K-5th Grade – 3:45 – All students who are not picked up in the regular carpool will go to Extended Care. They will be escorted to the playground immediately after the regular dismissal. In case of inclement weather the students will be in Bldg. "E". All exterior gates will be locked at 3:45 p.m. so you will need to come through Bldg. "B" (Zone #5) to check your child out of Extended Care after 3:45. Ample visitor parking is in front of Bldg. "B" for you to utilize. Extended Care ends at 5:00. (See Handbook to address additional charges after 5:00.)

Upper School – 6th - 12th Grade (Green)

Morning Drop Off - (Extended Care) 6th -8th Grade

Extended Care – 7:30 – 8:10 – Students arriving after 7:30 a.m., please enter the campus in the first concrete drive and proceed to (Zone #3) for drop off. After dropping off your child you may exit by going around the campus to exit. Note: The campus circular perimeter driveway is ONE WAY for everyone. (See Attached Map and Arrows)

Student Drivers – (7:30 – 8:10)

Enter campus and park in your designated area. Go to Bldg. "G" to convene in the gymnasium until 8:10. You may enter through the back double doors. After 8:10 all students 6-12 will be dismissed to their classrooms.

Supervised Drop Off

Upper School Drop Off – 6-12th Grade – 8:10 – 8:30 – Please enter the campus in the first concrete drive and proceed to Bldg. "G"- (Zone #3). After drop off you will need to exit by going around the campus circular perimeter driveway to exit. (See Attached Map and Arrows)

After School Pickup

6-12th Grade - Please enter the campus on the concrete drive. The first couple of weeks we may have to make several lanes of cars for upper school dismissal. This is the area where we will stage upper school cars in the carpool. Our goal is to make sure cars are not backed up onto 2920. After picking up your child at Bldg. "D" (Zone #3), please proceed to go around the entire campus circular perimeter driveway to exit. Please stay in the outside lane which will enable you to pass around the cars waiting in the inside lane for the lower school dismissal. Carpool will start dismissing simultaneously with the lower school at 3:30 p.m. (See Attached Map and Arrows).

After School Extended Care

Upper School – After 3:45 p.m. - 6th – 12th - Grade students will remain in the lobby of Bldg. "G". If parents can not be contacted by phone, students will eventually be moved to Bldg. "D" so supervision may go home. All pedestrian exterior gates will be locked at 3:45 p.m. All students should be picked up by 3:45 pm. Staying for upcoming evening events without adult supervision is unacceptable. Remember to exit the campus you must go around the back and out the west exit. The entire campus circular perimeter driveway is ONE WAY.

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