

## **Traffic Procedures**

One of our highest priorities here at Holy Spirit is the safety of all of our children. Our morning and afternoon traffic flow plan is designed to unload and load children as safely and efficiently as possible. The plan can only work when everyone adheres to it. Please study the Traffic Flow Plan in our Student-Parent Handbook. We appreciate your cooperation in keeping our children safe.

### **Morning Drop-Off:**

- **Drop off your child along the sidewalk and proceed through the parking lot. This traffic line is for drop-off only.**
- Pull all the way down and do not stop your car in the area in front of the steps coming in to the school. This is a high-traffic walking area that does not need to be blocked at any time.
- Make sure that your child exits your car from the passenger side so that he/she does not come near the flow of traffic.
- PLEASE REFRAIN FROM PARKING AND GETTING OUT OF YOUR CAR IN THE DROP-OFF LANE. IF YOU NEED TO GO INTO THE SCHOOL, YOU MAY PARK IN ONE OF THE DIAGONAL SPACES AND ESCORT YOUR CHILD ACROSS THE STREET. PLEASE DO NOT PARK IN A DIAGONAL SPACE AND LET YOUR CHILD COME ACROSS UNACCOMPANIED.
- Drive slowly in all areas of the school.
- Please refrain from using your cell phone.
- If you have pets in your vehicle, please make sure they stay completely inside the vehicle.

### **Afternoon Pick-Up:**

- Place a sign with family name in visible spot on dashboard or visor every day.
- Drive as far as you can in the pick-up line, collect your child, and proceed through the parking lot. DO NOT PARK OR WALK UP TO GET YOUR CHILD. This is a safety issue and it slows our traffic flow considerably.
- Have your child enter your car on the passenger side. Please do not park in the traffic line and get out of your car.
- If your child needs help with loading bookbags, etc., please allow the teacher on duty to assist him/her so that we may move the line as quickly as possible.
- After collecting your child, please stay in the pickup lane and follow the direction of the teacher on duty before pulling out into the moving exit lane.
- Do not hold conferences with teachers during dismissal time.
- Please be patient and courteous to our patrol personnel.
- Once your child has been picked up, please do not park and allow him/her to cross traffic to come back into the building for any reason.
- Drive slowly in all areas of the school.
- Please refrain from using your cell phone.
- If you have pets in your vehicle, please make sure they stay completely inside the vehicle.

### **Afternoon Pick-Up with Children in Both Buildings:**

**The following procedures should be followed when picking up children from both buildings:**

**Option 1**--You may enter the high school line and pick up your middle school/high school student first, continue on to the Stop sign, wait to merge with the elementary line, and then proceed to the elementary school to pick up siblings who will be in their class lines. Do not wait at the curb between the two buildings. This is a traffic lane during afternoon pick-up.

**Option 2**--You may enter the elementary line and pick up all of your children together. The middle/high school student may walk over and wait with the elementary student in their class line.

- Whichever option you choose, **always** exit through the elementary parking lot. Do not turn around in the parking spaces to exit the high school driveway.
- Elementary students will **only** be dismissed to older siblings if they are being picked up in a car that is leaving the campus. They are not allowed to walk over to the high school with their older siblings or to their cars in the high school parking areas. Please remember that teachers/coaches do not supervise younger siblings while older students are engaged in activities at the high school.
- Please do not park and walk up to get your children. This is a safety issue and it slows our traffic flow considerably. Do not park in the parking spots in front of the high school and wait for the students.
- **Do not move barriers.** They are placed there for the safety of our students. If you have to get to the area behind the school, you may do so once a faculty/staff member has removed the barrier.
- Drive slowly in all areas of the school.

We certainly realize that our traffic plan requires much patience and courtesy on everyone's part. With the help of all of our faculty and staff members, our traffic line does move very efficiently. We certainly appreciate all of our parents and carpool drivers who cooperate with our traffic plan. Together, we can see to it that our children are safe as they arrive at school in the morning and depart in the afternoon. Your support is most appreciated.

At the beginning of each school year, please notify the teacher in writing as to who is allowed to pick up your child. If there is a change at any time in your preference, please notify the office or your child's teacher in writing. We will not release any student to anyone who has not been previously designated by the parent without written permission from the parent. Those students who have not been picked up within 10 minutes after the dismissal bell will gather on the front steps under the supervision of staff. Students not picked up within the next 10 minutes will go to the After-School Care Program. Parents will be responsible for the payment of such service.

**Traffic Flow Pattern:** When entering in front of the church between 7:00am – 8:00am and 2:30pm – 3:30pm the RIGHT DRIVE IS ENTER ONLY and the LEFT DRIVE IS EXIT ONLY. We ask all parents to form three lanes of traffic as you enter the parking lot in front of the elementary school. Parents who are dropping off or picking up students in Grades K-3 only are asked to keep to the left two lanes. All other parents are asked to keep to the right (outer) lane. The three lanes of traffic should proceed simultaneously into the parking lot. The left two lanes will turn left at a designated area in front of the steps of the school. The right (outer) lane will proceed to the Grades 4-6 pickup area of the parking lot. Parents who are dropping off or picking up students in Grades 4-6 are asked to keep to the right (outer) lane until they pass the turn in front of the steps then move into the two left lanes designated as the Grades 4-6 pickup lanes. An alternating advancement will occur in front of the main entrance to the school for Grades K-3, where one lane will form. An alternating advancement will also occur in front of the awning of the school for Grades 4-6, where one lane will form.

\*Parents who pick up children in Preschool turn left in front of the church and continue around the far left side of the church to the preschool parking lot. Please stop to make sure no traffic is coming in the exit lane. If you have children in elementary and/or middle/high school, please pick up from those buildings first and then proceed to the Preschool building as the traffic plan indicates.

**\*\*FOR THE SAFETY OF OUR STUDENTS AND PARENTS PLEASE REFRAIN FROM PARKING AND WALKING UP TO PICK UP YOUR CHILDREN DURING DISMISSAL.**