

PARKING/TRAFFIC FLOW – DROP-OFF AND PICKUP



Morning Traffic Flow (Drop-off)

The dropping off of students in the morning can run quickly and smoothly if everyone follows the procedure. It is important that before unloading, cars pull as far forward as possible until the entire line of cars comes to a stop along the curb at the east and west wings of the school. Other important reminders:

- Cell phone distraction is dangerous for everyone. **Be alert** to your surroundings (students, staff and traffic).
- **Always** yield to pedestrians.
- Stop at crosswalks and stop signs unless being directed to continue moving by school personnel directing traffic.
- Students are only permitted to be dropped off at the curbs closest to the front of the building. Please do not drop off your child in the parking lot or along other sidewalks or driveway areas not designated for this purpose. Parents who wish to park and accompany their child to the front of the school are asked to use the crosswalks when crossing.
- **While in the drop-off line, remain in your vehicle at all times for your safety and the safety of others.**
- Please do not park along the curb on Mt. Royal Avenue to drop off your student. This is an active traffic lane, and parking along the curb can cause traffic tie-ups and ultimately possible safety issues for our students.
- Proceed slowly at all times. If passing stopped cars, do so with extreme caution. Those who finish dropping off should also be cautious when starting to move forward, checking for vehicles passing on the left.
- Please do not arrive before 9:20am. Doors to the school will open at 9:20am and we are trying to avoid having students line up at the entrance of the building before this time.

Afternoon Traffic Flow (Pickup)

Alcott busses and day care vans will continue to use the west loop to pick up students. Cars will be directed to pull through the loop after busses depart. Students being picked up will be along the west side of the building.

- Kindergarten pick up will be outside the east door.
- Cell phone distraction is dangerous for everyone. **Be alert** to your surroundings (students, staff and traffic).
- **Always** yield to pedestrians.
- While in the pick-up line, remain in your vehicle at all times for your safety and the safety of others.
- Stop at crosswalks and stop signs unless being directed to continue moving by school personnel directing traffic.
- Pick up students at the curb at the far west end of the building. Staff will release students to vehicles when they are completely stopped safely in the designated area.
- Parents who wish to park and accompany their child from the front of school are asked to use the crosswalks. **Students are not permitted to cross over to the parking lot unless a parent or other adult accompanies them.**
- Proceed slowly at all times. If passing stopped cars, do so with extreme caution. Those who finish picking up passengers should also be cautious when starting to move forward, checking for vehicles passing on the left.
- On rainy or very cold days, expect some delay in departing as students may be waiting inside the building or under the front entry overhang for their rides to arrive.
- If you are parking at Westerville Central to pick up your child, it is prohibited for you to park in the driveway or along Mt. Royal Avenue. **You need to park in a space in the parking lot.** For the safety of all, we ask that students go promptly to their vehicle. The parking lot is not a place to play or loiter.
- If you are changing your child's method of departure, you must notify your teacher by noon or the office by 2:30. If you fail to do so then we will send your child home by their normal routine.
- If you need to pick your child up early near the end of the school day, a pickup lane will be available along the west side of the building on the traffic loop. This lane will be marked exclusively for pickups from 2:30 to 3:30 p.m. When entering from Mt. Royal, pull to the left side, park along the curb and come to the front of the building to sign your child out. You can then leave the building via the west traffic loop. This area is NOT for idling/parking while waiting for pickups at the regular dismissal time.