

## Student Drop-Off and Pick-Up System – Guidance Note

Beginning **Monday April 4<sup>th</sup> 2011** NLABC School is implementing a new traffic flow system and safety campaign to run until end of school year. This note and accompanying maps explain the system in detail. For the remainder of 2011 school year:

**Drop-off window is from 7:50 to 8:15 am; breakfast 7:40am.**

**Pick-up window at the front of the school will be 30 minutes from 2.45 to 3.15 pm.**

**Pick-up window from Laurel will be 15 minutes from 2:45 to 3.00pm.**

Please routinely drop-off and pick-up your children within these windows.

When you are planning where to drop off/pick up your children you have **two main choices** either at the 'Front of School' or at the 'Back of School' using Laurel, both of which are described below. Please read this and reconsider your current drop-off/pick-up strategy to see if this could be improved for the benefit of all.

### **Front of School from Dowling** *When you use the front of school, you have two alternatives:*

**A.** We must **fully use the parking lot spaces** throughout the whole pick-up time, so the preferred approach is that you park your car in a designated space, whenever available. You can then walk with your children or meet them to help them use the crosswalks and safely navigate the parking lot. If you feel they are responsible enough they could walk this by themselves, however please regularly warn them that the car parking lot is a busy place.

**B.** The other approach is to enter using the **drive-through lane** which can be used for drop-off and pick-up as long as you remain with your vehicle. **Remember, this is a fire lane and associated fines apply for unattended vehicles.** Please move with the line in order to ease the flow of traffic. Drop-off and picking up of your children can begin where there is a sidewalk and continue until the crosswalk outside the front of the school, see map. Make sure your children watch for you and they know where you intend to pick them up. Please do not use the fire lane if this will cause traffic to back up onto Dowling, blocking the entrance to the car lot, you will need to park instead.

### ***Changes implemented in an effort to improve traffic flow leaving the parking lot and hence safety, are as follows:***

- 1.** The **pick-up window** at the front of the school will be **30 minutes** from 2:45 to 3:15pm.
- 2.** The **first left turn on entering the car park will be blocked**; traffic will therefore have to continue along the entrance road and either park-up or drop-off/pick-up on the sidewalk in front of the school.
- 3.** A **'no drop-off/ no pick-up/no parking zone'** is effective now between the school entrance cross walk and the car park exit.

We understand that these **changes will mostly affect Middle School families** that currently drop-off and pick-up in the vicinity of the staff car lot. Please consider using any alternatives described in this guidance note. Your assistance to help solve traffic flow and safety issues is most appreciated. These measures aim to reduce congestion of a busy area and improve traffic flow. Still with the improvements, there will be two exits merging (fire lane and car lot) with cars crossing over to create two exit lanes.

**Back of School from Dowling onto Laurel Street** *When you use the back of school, you drop-off/pick-up on Laurel Street.*

Laurel Street is a good option for drop-off and pick-up of your children, if you arrange this with them in advance. Any family who is able to do this will significantly help reduce congestion at the front of the school.

To avoid congestion at top end of Laurel, Middle School students will be encouraged not to wait on the sidewalk on Laurel but be moved down to wait inside the school gate, near the cross-walk mid-way down Laurel. A volunteer will be available to guide students. To assist further, we are endeavoring to get the traffic lights here extended to favor school exit times.

There are a couple of issues to remember if you are considering this choice:

1. You must drop off or pick up on the school side of the street where there is a curb lane.
2. This curb lane is a loading zone. Parking in the loading zone, even to escort your children to the school gates, is not permitted. You should therefore not leave your vehicle unattended.

**Good Practice Guidance:**

- Minimize cars waiting for a drop-off or pick-up slot at the top end of Laurel; go past the cross-walk.
- Do not leave your vehicle unattended in the fire lane; please use the parking lot.
- Do not create a double lane and expect to drop-off or pick-up children from the outer one. This reduces visibility for fellow motorists, impedes the flow of traffic and endangers your children.
- Do not let your children walk between moving traffic, especially the drive-through lane; to enter or exit your car. Make sure children enter and exit your vehicle at the curb.
- Do not use the car lot for drop-off or pick-up unless parked in a marked space.
- Do not stop on crosswalks even to drop-off/pick up children.
- Do not park across the street from the school. If this is not possible please accompany your children using a cross-walk.
- Employ the every-other-vehicle method for merging traffic.
- Have fun carpooling with another family.
- Use the after-school clubs, if you cannot make the pick-up windows.

***To ensure the safety of children, the following rules will apply:***

- Children who have not been picked up from Laurel by 3:00pm will be escorted to the front of the school.
- Children at the front of the school who have not been picked up by 3:15pm will be brought to the office and parents will need to sign them out.