



## 2019-2020 Drop-Off and Pick-Up Procedures

Dear GWA Families,

Before and after school drop-off and pick-up are our busiest times of the day and the safety of the students is our foremost concern. Consistent procedures for picking-up and dropping-off students help to maintain a safe environment for everyone. We highly recommend finding a carpool group to alleviate congestion. If you need help finding someone in your area to carpool with, please contact the front office for more information. **NEW THIS YEAR: for afternoon pick-up only** - Any carpool that has a Kindergarten student in their car will be required to use the back parking lot or the pick-up lane in the back of the school. We ask siblings of Kindergartners or those riding with a Kindergarten student to wait with the student in the back pick-up areas. Again, this only applies to the afternoon pick-up times.

### General Guidelines

- No parking, dropping-off, or picking-up on 3000 East. This is a merge lane that helps cars to pull out and merge into traffic.
- The lanes in the front and back of the school are for parents who wish to drop off or pick up their child(ren) "curbside" without getting out of the car themselves, and are strongly encouraged for ease and efficiency of your carpool. Do not park your car along the red curb.
- It is very important that your carpool group know where you will pick-up after school.
- Please pull all the way forward.
- When exiting the GWA parking lot and back exits, it will be necessary to make a right turn only onto 3000 East. Please use the merge lane to keep traffic moving.
- Parents who wish to park their car and either walk their child in or pick up their student from the sidewalk may use the East Parking Lot (see map). If you park, you are responsible to escort your child to and from your car. No students will be released on their own to walk to the parking lot.
- Please put your phone down during carpool.
- Drop off time is between 7:50-8:15am. Please leave early enough in the mornings to allow for your student to be inside the building before 8:15. Those arriving after the bell rings each morning will be rerouted to the office and marked 'tardy.' Students who are not picked up by 3:15PM on Monday-Thursday or 1:25PM on Fridays, will sit outside on the benches in the front of the building until their ride arrives. We ask for your courtesy in picking up your students promptly after school.

**Drop off areas** - There are three areas available for drop-off and pick-up (Kindergarten students required to be in back, but anyone else can also use the back lanes and lot). Please plan accordingly for your vehicle's exit/entry side and come from the correct direction. No students will be allowed to enter or exit their cars from the street side. They must enter or exit to and from the curb only.

- Front (Portable Side) – If you are coming from the north, we ask that you pick up in the front of the school on the portable side (students will need to enter/exit the car from the left-hand side of the car). You will enter the middle lane from 3000 East and continue around to the portable side.
- Front (School Side) or Back of the School (required for Kindergarten students and any student traveling with the Kindergartener) – entering from the south lane. If you are coming from the south, you have two options – Pick-up from the front of the school on the school side (student will need to enter/exit the car from the right hand side of the car) or Pick-up from the back of the school (students will need to enter/exit from the left-hand side of the car or you may park in the dirt parking lot and meet your child at the north gate by the playground area).

***Do not park your car in the front drop off lane before 2:45 M-TH or 12:55 on Friday. This is a constant concern, and we must leave this lane open for emergency vehicles. The front lanes will be blocked off until these times. If you wish to come earlier, feel free to use the back or front parking lots.***

Parents: please designate an area for your carpool to wait for you. It is important to be consistent and on time to pick up your carpool. You have three options – Front sidewalk, Portable side sidewalk, Back sidewalk

Parents can park in this dirt lot

Pick Up Area- Required for Kindergarten students and their carpools.

No Entrance!

Parents can park along this sidewalk and look for their carpools. Enter this gate here

Students will only be let out of the gates if they have everyone in their carpool.

Please make sure your carpools are watching for you and that they know which area to stand.

Pickup along this sidewalk. Please pull forward as much as possible before picking up your carpool. Once you have your carpool, pull out in the middle lane and wind through the parking lot and merge one at a time in the exit lane.

FACULTY PARKING ONLY

NO PARKING ALONG HERE MERGE LANE

South Entrance (Portable Side Pick-Up and Drop-Off)

Pickup along this sidewalk. Please pull forward as much as possible before picking up your carpool.

PARENT PARKING

Exit Lane

North Entrance (School Side or Back Side Pick-Up and Drop-Off)

Back Pick-Up

