

## PICK-UP AND DROP-OFF GUIDELINES AND EXPECTATIONS, 2019-20

Dear Parents & Guardians,

As we begin the school year, we ask that you and each driver for your child(ren) be familiar with our Pick-Up and Drop-Off Guidelines and Expectations. These have been developed with thoughtful input from parents, neighbors, staff, and students.

### The Basics

- The white zone begins at the stop sign on Gaven Street @ Boylston. No drivers are allowed to enter the line from Boylston during drop off/pick up hours.
- Be considerate of our school neighbors! Obey posted speed limits. Do not block driveways or double park. Remain alert and please be courteous. We must maintain positive and respectful relationships with each of our neighbors.
- Display pick up placard on your dashboard.
- Stay in your car (unless you have younger children needing to be buckled in).
- Follow the signals and directions of the white zone staff.
- At pick up, students, regardless of age, gather at the Preschool gate. When their ride arrives, they are called to the vehicle. \*If the student is not in the white zone area, the driver will be sent to return to the end of the line.

Do not double park the entire length of Gaven Street. The tendency to double park after 3:30 pm causes a number of issues: unsafe conditions where drivers have to move into a single lane of traffic; neighbor complaints; other parents or faculty being blocked in; and generally delaying other folk's departure from school.

We are committed to a "No Idle Zone" the entire length of Gaven Street. It is preferable to not idle in front of the campus for the sake of our kids' breathing but is similarly kind and respectful toward neighbors to not idle on the 100 or 200 blocks of Gaven Street. Thank you for assuring all your drivers know to turn off their vehicles if sitting for more than 10 seconds.

**Preschool and Kindergarten** Drop Off: **8:30-9:00 am** Pick Up: **2:40-2:55 pm**

Before 8:30 am, 200+ Elementary and Middle school students arrive. If you only have children in Preschool/K and arrive before 8:30 am, park and walk your child(ren) in. At 2:55 pm Preschool/K children are escorted to Extended Day. We recommend drivers enter the line by 2:45 pm to assure timely pickup. All drivers arriving at or after 2:55 pm will have to park and enter the school to sign Preschool/K children out of Extended Day.

**Elementary**

Drop Off: 8:00-8:30 am

Pick Up: 3:00-3:15 pm

There is free Extended Day from 8:00 to 8:30 am, so arriving earlier is beneficial! Your child(ren) can play and socialize before beginning classes and you don't have to stress about being late. At drop off, please drive as far through the zone as you can. Even though Elementary students enter through the main gate, please do not stop there as it holds up everyone behind you. For pick up, we recommend drivers enter the line by 3:05 pm to assure timely pickup. At 3:15 pm, Elementary students who have not been picked up are escorted to Extended Day. All drivers arriving after 3:15 pm will have to park and enter school to sign their child out of Extended Day.

**Middle School**

Drop off: 8:00-8:15 am

Pick Up: 3:15-3:25 pm

At drop off, please drive as far through the zone as you can. Even though Middle School students enter through the main gate, please do not stop there as it holds up everyone behind you. Even if no-one is behind you at that moment, the zone fills rapidly. At pick up, please do not enter the line before 3:15 pm. Middle School students are not out before 3:15 pm and cars in the lane earlier than that delay the Elementary pickup. The White Zone ends at 3:25 pm in order to have students escorted to and signed into Extended Day by 3:30 pm.

**Families with siblings in two different divisions**

Drop off: Before 8:30 am, we will sign in Preschool/K only from the first two spaces in the white zone. Drivers should enter the white zone and continue moving to the western end before letting any children out. This allows vehicles behind you to exit the white zone and more arrivals to enter the zone.

Pick Up: We cannot allow you to pick up the younger child and wait in the white zone for the next division - this reduces the number of vehicles we can deliver children to in the pick up lane. You have several options:

1. Pick up the younger child during their assigned division pickup time, ride away, and return for the next child's division time.
2. Come about five minutes into the older child's assigned division pickup time and get both children in one pickup.
3. Park and walk in to get each student.

**For families with siblings in three different divisions**

If you are only picking up one child, come during that child's assigned division pickup time. If coming for two out of three children, come during the older child's assigned division pickup time. If coming for all three children, pre-set logistics with the Head Teachers so that we can place your Preschool/K child in Extended Day rather than have them sit in the pick up area for 30+ minutes. Be sure to tell the white zone staff that they will need to get the youngest child from the Preschool Daycare Room.

**Important Guidelines to Assure we are respectful to our neighbors and each other:**

- Do not ever park in a neighbor's driveway or wait in line blocking a driveway.
- Always leave space for a neighbor to pull easily in or out of their driveway.
- Please note it is not for us to decide what a legal driveway is. As long as their driveway is cut out, it is a driveway and should not be encroached upon by our community.
- When we created this system, we took the white zone parking spaces away from our neighbors so it is incumbent on us to demonstrate kindness and respect to our neighbors at all times.
- Do not drop or pick up children in front of Gaven neighbor's homes nor at the greentop. When this occurs and you exit the white zone, that can impede traffic in either direction, and overall safety. Please use the system we have devised to meet the greatest needs of all community members.
- Enter the white zone and drive all the way west as far as you can before releasing children.
- The entire length of the white zone is available to all divisions in accordance with the time restrictions noted above.
- Whenever possible, please make sure your Elementary/Middle School child knows the after school plans ahead of time. It is often difficult to get last minute messages to students about pick up & Extended Day instructions. Remember, if your child is not present in the white zone and has signed into Extended Day, you will need to park and enter campus to sign the child out of Extended Day. A helpful hint we got from the parent of a younger child was to attach a reminder to the backpack if it is a white zone pick up day (e.g., note or key).

**Thank you for all your kindness and consideration of each child, driver, and neighbor!**