



TRAFFIC PROCEDURES

GLENDALE PREPARATORY ACADEMY

2019-2020

Revised: 7.25.2019

MORNING DROP-OFF

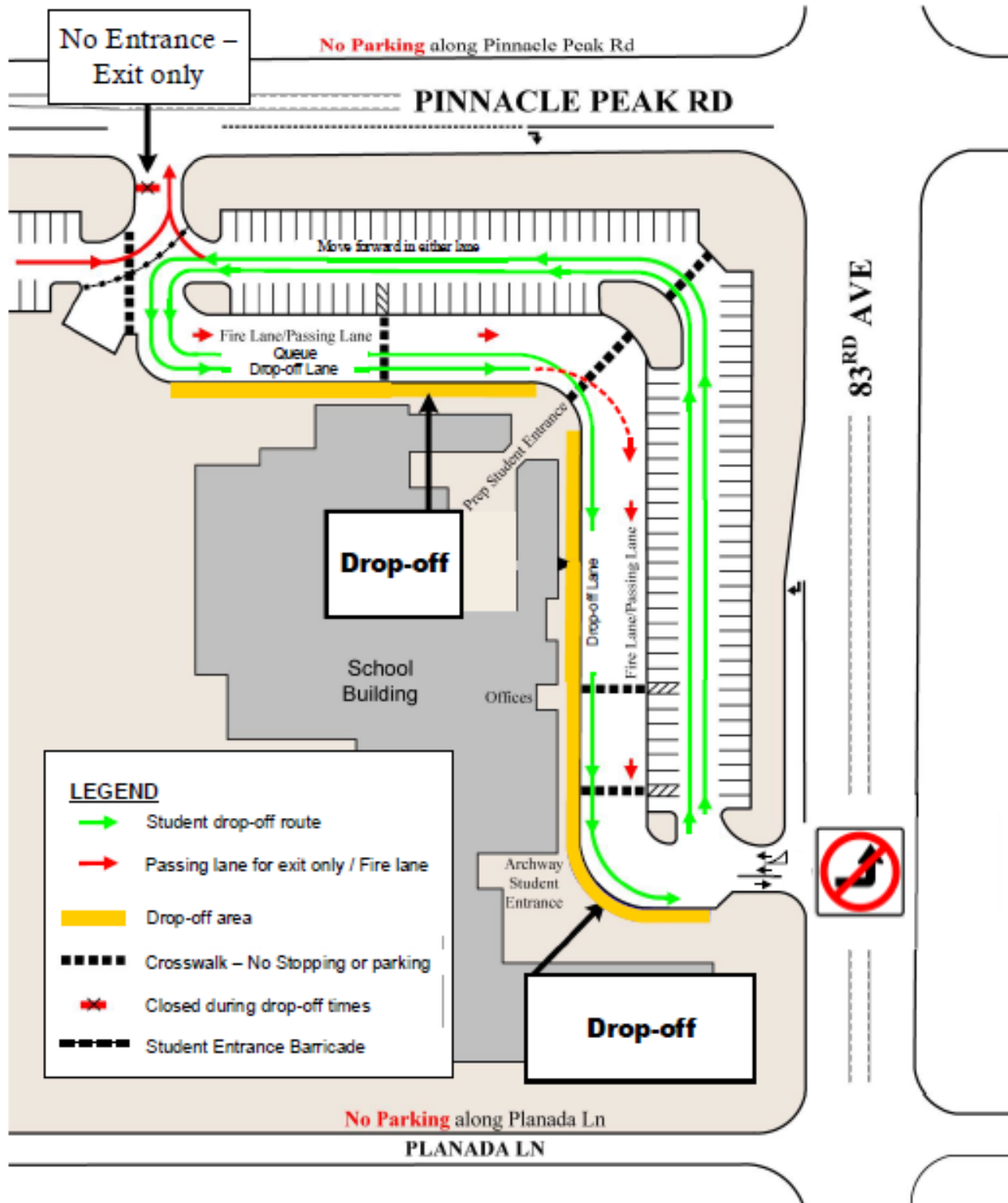
Please carefully read this procedure while looking at the "Morning Drop-off Map" on the next page, p. 2.

1. **Campus Opening Time:** Glendale Prep's enclosed campus opens for students at 7:00 AM. **No students are allowed on campus prior to 7:00 AM.**
 - a. **Prep Student Entrance:** Beginning at 7:00 AM, the gates at the Northeast corner of the Prep building opens for 6th - 12th students. ***No parents are allowed to enter campus until they have checked in through the front office.***
 - b. **Early Arrival Student Areas:** Students must remain in the Courtyard until 7:40 AM, at which time they may enter other hallways and classrooms for tutoring or clubs.
2. **Morning Entrance:** All parents must enter from 83rd Ave. (East Entrance), and may use either lane for drop-off.
 - a. **One Way Traffic in Parking Lot (7:00 – 4:00 PM):** The parking lot is **one way traffic** between 7:00 AM and 4:00 PM running north and west.
 - b. **Student Entrance (7:00- 8:00 AM):** Student drivers with the required GP parking pass may enter from Pinnacle Peak between 7:00 and 8:00 AM to park in the student parking area. Student Parking is only allowed in the designated student lot which is located on the Northwest corner of the campus. No parent pick-up, drop-off, or parking is allowed in the student parking lot.
3. **Drop-off:** Students may be dropped off on either the north curb or east curb, but parents should not switch lanes after entering the parking lot. All vehicles dropping off must ***pull forward as much as possible to the next stopped car.*** Students may only exit from vehicles in the far right lane. Parents are required to **remain in their cars** when dropping off through the Queuing Lane. **Please follow the directions of the staff members directing traffic in the parking lot.**
 - a. **Crosswalks:** Stopping or parking is not allowed in the crosswalks at any time.
4. **Morning Exit:** All vehicles exit by making a right onto 83rd Ave. Please **be aware** of other parents entering the driveway from 83rd Ave and **be courteous** to other drivers.
5. **Parent Parking:** Parents who need to visit the GP office should park in the spots on the south end of the lot, across from the school office. The office is located just north of the Archway Student Entrance. Please remember that parking space is very limited. Thus, **parking in order to either drop-off or walk a student to class is not allowed during morning drop-off except for extraordinary circumstances. Parent should not park in the fire lane.**

There is no parking on Pinnacle Peak Rd. (west of 83rd Ave.) or Planada Ln.
6. **Late Arrival:** Parents who arrive after 8:05 AM should follow the directions in #3 above, except that tardy students must be signed in by their parent at the office to obtain a late pass and go to class.

MORNING DROP-OFF MAP

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AFTERNOON PICK-UP

Please carefully read this procedure while looking at the "Afternoon Pick-up Map" on the next page, p. 4.

1. **Parent Arrival:** Students are dismissed from class at 3:05 PM. Prep families do not need a window sign indicating the family name.
2. **Afternoon Entrance:** Parents should not arrive on campus earlier than 3:05 PM. Students are sitting in classes until 3:05 PM. Arriving before that time will not accelerate pick-up; instead, it will only delay Archway traffic and increase idling in the lot. Parents arriving prior to 3:05 will be directed to drive around to exit the lot and re-enter so that Archway pickup can complete. Please consider arriving later (after 3:15) for a speedier pick-up.
3. All vehicles must enter campus from 83rd Avenue. **Entrance from Pinnacle Peak is not permitted.**
4. **Pick-up:** After entering the driveway, all vehicles turn right into the parking lot and proceed north.

- a. **One Way Traffic in Parking Lot (7:00AM - 4:00 PM):** The parking lot is **one way traffic** between 7:00 AM and 4:00 PM running north and west. Parents can use two lanes as they head North and then West. Prior to turning South, parents will be queued by a GP faculty member into one lane to pull up to the North curb to pick up Prep students.

If your child is not present on the North curb, cars should move forward along the curb around to the East curb.

The Fire Lane, on the far left of the pick-up area is to be for passing **only** to exit.

- b. **Pickup Locations:** The North and East curbs are the only location for pickup of students on campus.
- c.
 - i. No pick-up from the parking lot, 83rd Avenue, Pinnacle Peak Road (west of 83rd avenue), Planada Lane, or at the intersection of 83rd Ave. and Pinnacle Peak Rd.
 - ii. Parents are allowed to park to the south of Pinnacle Peak, East of 83rd Avenue. However, do not park to the North or East of the home community's grassy park. You may be issued a ticket for this. You may only park on the South side of the road.
 - iii. The southern crosswalk adjacent to the Archway multipurpose room is closed during pick-up and will be blocked by vehicles stopping to pick-up students.
- d. **Timeliness of Students:** It is the full responsibility of 6th-12th students to be ready for pick-up when parents arrive at the pick-up location. Please continue to move your vehicle forward along the curb while waiting for your son or daughter. Students may use cell-phones after school to coordinate a ride. Please plan with your son or daughter where you plan to pick him/her up and text when idle to communicate where you are waiting.

4. **Afternoon Exit:**
 - a. **For those picking up:** All vehicles that picked up through the Queue must exit right onto 83rd Ave.
 - b. **Student Driver Exit:** All student drivers must exit onto Pinnacle Peak from their designated parking area. No parent pick-up, drop-off, or parking is allowed in the student parking lot. This will be barricaded.

5. **Campus Close Time:** Students who are not enrolled in clubs or athletic teams will not be permitted to stay on campus after 3:45 P.M.

AFTERNOON PICK-UP MAP

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