



# TRAFFIC PROCEDURES

GLENDALE PREPARATORY ACADEMY

2018-19

(7.25.2018)

## 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 open for 6<sup>th</sup> - 12<sup>th</sup> 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 83<sup>rd</sup> Ave. (East Entrance), **make a right turn**, and immediately stay to the right hand lane in the parking lot. This right line is for all families with Prep students, in addition to those with both Prep and Archway students. The left lane is reserved for Archway-only families.
  - 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 (7:40 - 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 new 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:** The Prep drop-off area is the entire stretch of the right hand lane on the north curb (marked in yellow on the map). 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. After dropping off, parents should pull forward to the student entrance at the corner, where a faculty member will hold traffic in the outer lane in order for Prep parents to pass out to the fire lane and exit.
  - a. **Crosswalks:** Stopping or parking is not allowed in the crosswalks at any time.
  - b. **Archway Drop-off:** Please note that Prep parents with Archway students should continue around the curve in the inside lane to the Archway drop-off area (marked in blue on the map).
4. **Morning Exit:** All vehicles exit by making a right onto 83<sup>rd</sup> Ave. Please **be aware** of other parents entering the driveway from 83<sup>rd</sup> 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.**
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.





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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:** Beginning at 2:55 PM, all Prep vehicles must enter campus from 83<sup>rd</sup> Avenue. **Entrance from Pinnacle Peak is not permitted.**
3. **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 son or daughter 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 up students on campus.
    - i. No pick-up from the parking lot, 83<sup>rd</sup> Avenue, Pinnacle Peak Road, Planada Lane, or at the intersection of 83<sup>rd</sup> Ave. and Pinnacle Peak Rd.
    - ii. 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.
  - c. **Timeliness of Students:** It is the full responsibility of 6<sup>th</sup>-12<sup>th</sup> 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.
4. **Afternoon Exit:**
    - a. **For those picking up:** All vehicles that picked up through the Queue must exit right onto 83<sup>rd</sup> 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.
  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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