

K – 4th Drop-off/Pick-up Lane Procedures

At the request of the Jefferson Police Department we are going to make a change to the Drop-off/Pick-up lane procedures for the 2019 – 20 school year. We are hoping this will give us a better traffic flow and there will be less of a “traffic jam.” Please be patient as we start this new procedure.

We need your help to keep the school and your children safe. EVERY child’s safety is important to us. We ask that everyone follow the Pick-up and Drop-off procedures. Please be courteous and patient. Remember that the children are watching. There are around 500 students at GCE and there is no way to avoid some congestion in the Drop-off/Pick-up lane. By following the procedures outlined below you can help ensure the safety of all our students.

General Procedures

- Please drive slowly and watch for children.
- Follow all directions from school safety personnel. They can see potential problems you may not.
- All traffic is one way.
- All drivers will enter from the East and proceed to the West.
- **Drivers will enter from Cedar Street into the Drop-off/Pick-up Lane. Drivers will not be allowed to enter the Drop-off/Pick-up Lane by turning right or left from Russell Street. (see map)**
- **Do not block Russell Street. Wait at the stop sign on Cedar Street and when a spot opens in the Drop-off/Pick-up Lane proceed across Russell Street to your place in line.**
- Do not pull out around other cars to exit. Stay in line and exit when it is your turn. When exiting turn left on to Russell Street.
- Devote more time and be extra cautious on rainy/bad weather days. Drive with your headlights on to see and be seen.
- Children should enter and exit from the driver side of the vehicle ONLY. If a student must get out on the passenger side please wait until a safety person comes to get them.
- Drivers in the drop-off/pick-up lane should remain in their car at all times.
- No pulling in to park in the Drop-off/Pick-up Lane to run in and out quick. Use street parking for this.
- Double parking is not allowed.
- Do not become distracted by using your cell phone while in the drive-up lane.
- Handicap parking spaces are for our friends with valid permits only.

Please be courteous and kind to the safety personnel they are there to ensure the safety of the children. Any abuse of the personnel or failure to follow the rules will not be tolerated and your privileges to use the Drop-off/Pick-up Lane may be suspended.

Parking spaces in the drive up lane are reserved for staff.

OVER

Drop Off

- No arrivals prior to 7:50 a.m. The doors do not open for students until 7:50 a.m. and there is no supervision provided until then.
- You may only enter Drop-off/Pick-up Lane on the East end from Cedar Street. You may not turn right or left from Russell Street into the Drop-off/Pick-up Lane.
- Pull your car forward into the unloading zone as traffic allows. Drivers need to drop off students in the unloading zone *between the orange cones*. **Do not let children out of vehicle until in the unloading zone.**
- **Stay in the line at all times do not pull out and around to exit the lane.**
- Have all materials including backpack and lunch ready before students exit the vehicle.
- Students need to unload from the DRIVER SIDE of the vehicle only. The driver should remain in the vehicle at all times. If a student must get out on the passenger side please wait until a safety person comes to get them.
 - No trunk unloading in this zone.
 - If you need to walk your child into the building or help them carry materials into the school please use the street parking.

Once the student exits their vehicle they need to follow the sidewalk and enter the building through the main entrance for inside activities, or they can follow the sidewalk to the playground area.

Pick Up

- You may only enter Drop-off/Pick-up Lane on the East end from Cedar Street. You may not turn right or left from Russell Street into the Drop-off/Pick-up Lane.
- Have your pick up card visible to the supervisors.
- Follow directions of supervisors.
- Pull your car forward into the Drop-off/Pick-up Lane as traffic allows. Student pick up is only in the designated area (**between the orange cones**).
- Supervisors will call children from the waiting area. Do not get out of your vehicle to help children get into the vehicle.
- Once your child has entered your car from the driver's side of the vehicle, please exit by turning left on Russell Street.