

AM STUDENT DROP-OFF INSTRUCTIONS

HARFORD CHRISTIAN SCHOOL 2017-2018

General Instructions:

- 1) Observe speed limit of 10 mph on campus at all times
- 2) All traffic circle movement is in a counterclockwise direction
- 3) Traffic entering onto the traffic circle should yield to traffic already on the circle coming from left
- 4) In **every** campus traffic scenario cars yield to buses
- 5) **Never pass a bus from behind that is dropping off or boarding students** (this includes the traffic circle and elementary drop-off area)
- 6) The traffic circle is two-lane
 - a. Outside lane (right lane) is parking lane for student drop-off
 - b. Inside lane (left lane) is passing lane with EXTREME CAUTION (do not pass buses with red lights blinking)
- 7) AM Drop-off time is 8:10-8:25

Specific Instructions:

- 1) Kindergarten-only student drop-off
 - a. Enter the campus from the main entrance
 - b. Yield onto the traffic circle
 - c. Stay in the outside (right) lane
 - d. Drop off kindergarten student from passenger side directly onto kindergarten sidewalk at kindergarten drop-off location (see map attached)
 - e. Depart by continuing around traffic circle and depart from main entrance

***if you need to park when dropping off a kindergarten student use parking lot #2**

- 2) Elementary-only student drop-off
 - a. Enter the campus from the north entrance
 - b. Proceed to elementary drop-off area
 - c. Drop off elementary student from driver's side at the drop-off area
 - d. Depart by entering onto the traffic circle (stay in inside lane – left) and out the main entrance

***if you need to park when dropping off an elementary student use parking lot #1**

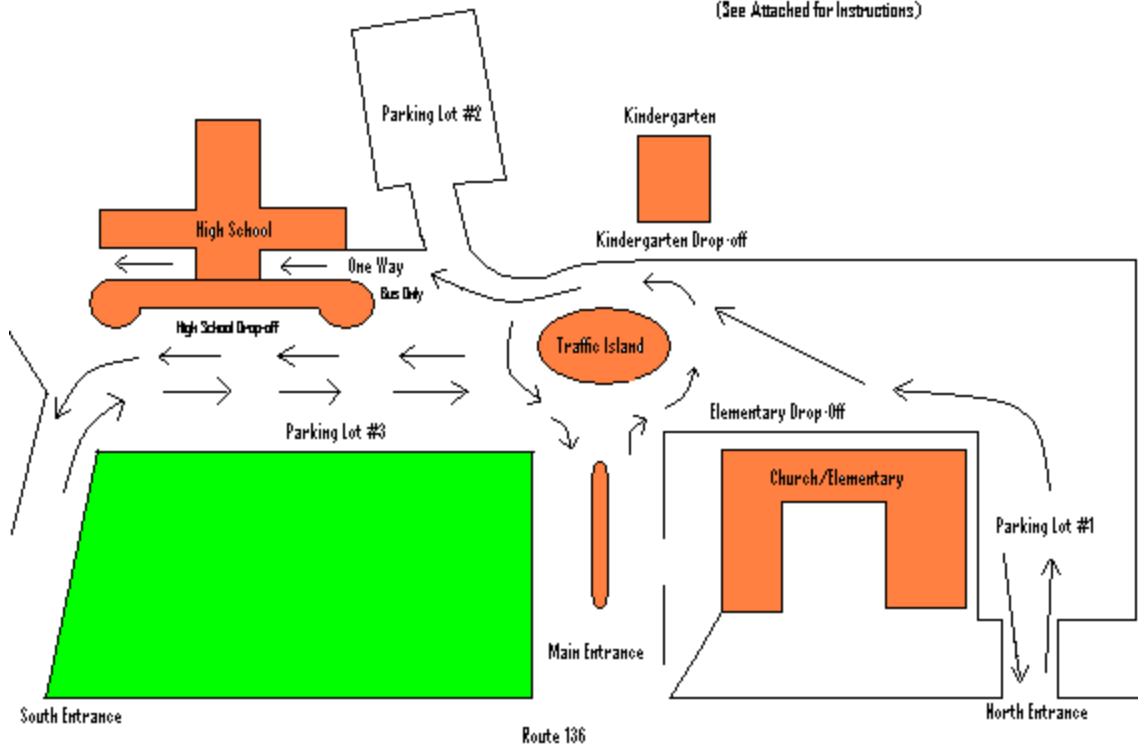
- 3) High school-only student drop-off
 - a. Enter the campus from the main entrance
 - b. Yield onto the traffic circle and proceed counterclockwise in inside left passing lane and up the hill to the high school
 - c. **DO NOT ENTER THE ONE-WAY TRAFFIC LANE UNDER THE CANOPY**
 - d. Stay left through parking lot #3 and drop off high school student at drop-off area
 - e. Depart by way of the south entrance

***if you need to park when dropping off a student use parking lot #3**

- 4) Kindergarten and elementary student drop-off
 - a. Follow elementary-only instructions (2) first, then kindergarten-only instructions (1)
- 5) Kindergarten and high school student drop-off
 - a. Follow kindergarten-only instructions (1) first, then high school-only instructions (3)
- 6) Elementary and high school student drop-off
 - a. Follow elementary-only instructions (2) first, then high school-only instructions (3)
- 7) Kindergarten, elementary and high school student drop-off
 - a. Follow elementary-only instructions (2) first, then kindergarten-only instructions (1) second, and high school-only instructions (3)

AM Student Drop-off

(See Attached for Instructions)



PM STUDENT PICK-UP INSTRUCTIONS HARFORD CHRISTIAN SCHOOL 2017-2018

General Instructions:

- 1) Observe speed limit of 10 mph on campus at all times
- 2) All traffic circle movement is in a counterclockwise direction
- 3) Traffic entering onto the traffic circle should yield to traffic already on the circle coming from left
- 4) In **every** campus traffic scenario cars yield to buses
- 5) **Never pass a bus from behind that is dropping off or boarding students** (this includes the traffic circle and elementary drop-off area)
- 6) The traffic circle is two-lane
 - a. Outside lane (right lane) is parking lane for student drop-off
 - b. Inside lane (left lane) is passing lane with EXTREME CAUTION
- 7) PM pick-up time is 3:15-3:35

Specific Instructions:

- 8) Kindergarten-only student pick-up
 - a. Enter the campus from the main entrance **before 3:20 PM**
 - b. Yield onto the traffic circle
 - c. Proceed to parking lot #2 and park
 - d. Walk to the kindergarten building and pick-up your kindergarten student
 - e. Depart from parking lot #2 and depart from main entrance

*If you have children in a car seat and desire to pick-up your kindergarten student from curbside on the traffic circle, you must arrive and depart between 2:50 and 3:00 PM (please let the kindergarten staff know of this exception)

- 9) Elementary-only student pick-up
 - a. Enter the campus from the north entrance between 3:15 and 3:30 PM
 - b. **Park** in lot #1 (please no drive-up pick up because of safety concerns)
 - c. Walk to elementary pick-up area (ramp entrance) and pick-up your elementary student
 - d. Depart by north entrance

- 10) High school-only student pick-up
 - a. Enter the campus from the main entrance before 3:20 or after 3:30 (buses are leaving main entrance at 3:25 + or -)
 - b. Yield onto the traffic circle and proceed counterclockwise and up the hill to the high school
 - c. **DO NOT ENTER THE ONE-WAY TRAFFIC LANE UNDER THE CANOPY**
 - d. Stay left through parking lot #3 and pick-up high school student at pick-up area
 - e. Depart by way of the south entrance

- 11) Kindergarten and elementary student pick-up
 - a. Follow kindergarten-only instructions (1)
 - b. Your elementary student will report to the kindergarten lobby at bus boarding time and meet you from parking lot #2

- 12) Kindergarten and high school student pick-up
 - a. Follow kindergarten-only instructions (1)
 - b. Your high school student will report to parking lot #2 to meet your car

- 13) Elementary and high school student pick-up
 - a. Follow elementary-only instructions (2)
 - b. If buses have departed you may proceed to the traffic circle (via the parking lot) to the high school
 - c. Then follow high school-only instructions (3)

- 14) Kindergarten, elementary and high school student pick-up
 - a. Follow kindergarten and elementary-only instructions (4) first
 - b. Your high school student will report to parking lot #2 to meet your car

PM Student Pick-up

(See Attached for Instructions.)

