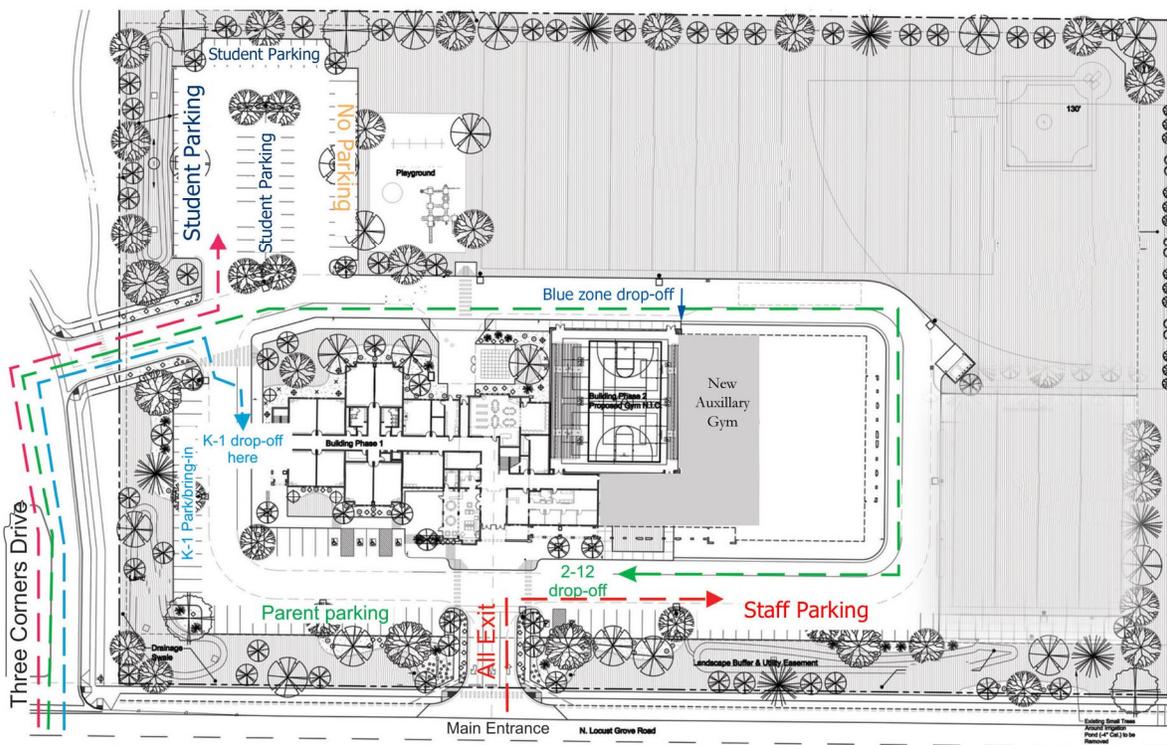


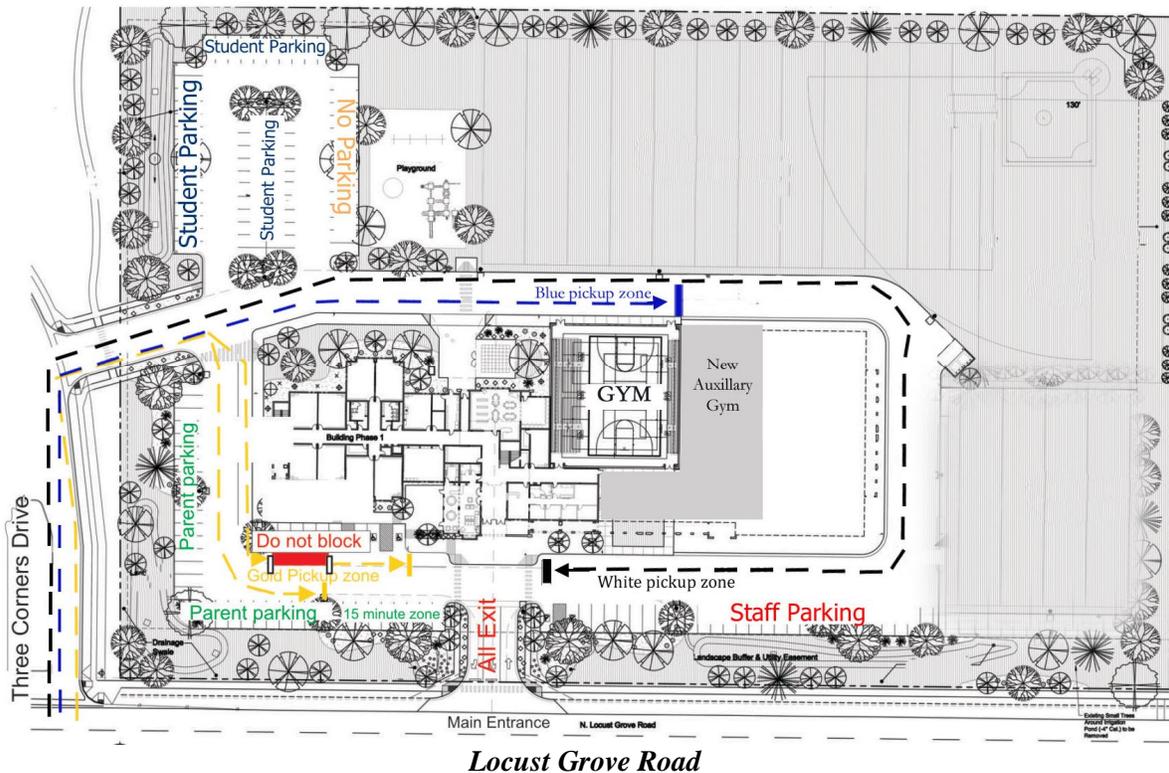
# Morning Drop-off Procedures



## *Locust Grove Road*

1. **K-1 drop-off:** Any car with K-1 students on board may drop all students in the car at the north tower. Enter from Three Corners Drive and pull in front of the clock. *Cross over to the curb adjacent to the clock tower to avoid students crossing traffic.* Oncoming traffic should be minimal because all drop-off families are to leave by The Ambrose School main entrance/exit and entry is from Three Corners Drive. **DO NOT leave cars unattended in the drop-off zone.**
2. **Come in:** If you have students on board and wish to walk in with them, take the K-1 drop-off path (in blue above) and park on the north or west side of the lot, shown as “K-1” or “Parent” parking. Overflow parent parking is in the student lot. Use the north entrance door between 7:30 a.m. and 8:15 a.m. **DO NOT leave cars unattended in the drop-off zone.**
3. **2-12 Drop-off:** Cars with students in grades 2-12 enter via Three Corners Drive and proceed around the east and south sides of the facility, stopping to drop students off along the sidewalk in the “blue zone” behind the building (pull up to the south edge of the gym) or “white zone” pickup area in the front of the building. Drivers must then exit promptly through the Ambrose main exit. **DO NOT leave cars unattended in the drop-off zone.**
4. **Student drivers:** Students must also enter through the Three Corners Drive. You must park in the northeast parking (student lot) along the north and east edges.
5. **IMPORTANT:**
  - a. All departing cars must exit via The Ambrose School main entrance until 8:15 a.m.
  - b. The north and east building entrances lock automatically at 8:15 a.m. Bring students to the front doors outside of these times.
  - c. No traffic is allowed around the east loop after 8:15 a.m. (until 2:20 p.m. for pick-up). This provides safe passage to the playground during operational hours.
  - d. If a student is late, or needs to leave early, please sign out in the binder by the office window. Students in K – 9<sup>th</sup> need to have a parent sign for them, whereas 10<sup>th</sup> – 12<sup>th</sup> graders may sign themselves in/out.
  - e. All parent volunteers should sign in and get a badge at the front office before going to the classrooms.

# Afternoon Pick-up Procedures



## Locust Grove Road

- All cars enter via Three Corners Drive and exit via our main entrance.
- At 2:10 p.m., gold, white, and blue lanes are open for cars to line up on both sides of the lane. Lanes are assigned by zip code.
- At 3:20 p.m., the white zone narrows to only the right side of the lane in the west parking lot. The left lane (west parking lot) is closed during this pick-up so that staff drivers can move their parked cars. **DO NOT leave cars unattended in the pick-up zone.**

We have three pick-up stations delineated by painted lines on the pavement:

- **Gold Line** proceeds to the immediate right past the clock tower and picks students up in front of the school in the gold line zone.
  - Gold line zip codes - 83605, 83616, 83617, and 83669
  - In the gold lane, do not block the “visitors parking” or the 15 minute parent parking.
- **White Line** proceeds around the east and south sides of the facility, stopping to pick up students in front of the white zone pickup area, near the front doors. Two lanes form, one on the right, one on the left side of our one-way drive.
  - White line zip codes -83634, 83642, 83647, 83703, 83704, 83705, 83706, 83709, 83713, 83714, 83716 (and all unlisted zip codes)
- **Blue Line** proceeds to the east end of the building. The two lanes forms at the South corner of the gymnasium on both sides of the drive. To exit proceed to the front of the building staying left of the White line cars.
  - Blue line zip code -83646
- **Important: If you have a car pool with members in different color zones, decide together which zone you want and then get the same colored backpack tag. All car pools must be in the same color zone.**

How will this work? Promptly at 2:20, teachers will combine their classes in the hall with 1 to 2 other classes outside their classrooms and separate into 3 lines by zone. Each teacher will then take one line to the appropriate zone. Students will separate into lines based on their backpack tag color. Students may be escorted to the pickup line by a teacher other than their homeroom teacher.

## Additional Parking Information

- Visitor parking is for people new to our school. It is not intended for families, students, or staff. **DO NOT BLOCK** visitor parking while waiting in the gold pick-up line.
- If you desire to pick up your kids or meet friends in the Providence Room. Please don’t wait in the hallways directly outside of the classroom, as this can cause congestion and noise outside of the classroom. Please park in parent parking if you plan to stay for a while. If you want to run in and out quickly, park in the spots designated “15 minute parking.”
- During evening events, you may parallel park around the building, except in front of the posted fire entrance on the east side.