

# Drop-Off and Pick-Up in the Middlefork Driveway

## **Two-Door System**

The driveway was designed to allow access to and from the building at two points. In the morning, kindergarten and first grade children are dropped off near the school's main entrance door (south end). First graders are also picked up at this end of the driveway, while kindergartners are dismissed from the second set of doors at the north end of the drive. Second and third grade children use the north door to enter and exit the building. This door is referred to as the Second/Third Grade Door. This two-door system enables drivers to wait along the entire length of the driveway, and it reduces the number of cars backed up on Wagner Road.

## **Pull Forward**

Drivers are asked to pull forward in order to allow as many cars as possible onto the drive. Please cooperate with the Traffic Safety Supervisors when asked to move up.

## **Idling of Cars**

Often drivers enter the driveway line well in advance of student dismissal times. Drivers who do line up before 3:00 p.m. (or before kindergarten dismissal), are asked to pull all the way forward and then turn off their engines. This "No Idling Before Dismissal Time" campaign was initiated by District 29's Green Committee in 2008.

## **Center Driving Lane**

The center lane is for moving traffic only. Drivers should not stop in the center lane to await an open space in line or to pick up/drop off children; rather, they should look for parking spaces along the west curb or drive on through to Wagner Road and reenter the line.

## **Kindergarten and First Grade Students**

**Morning Drop-off begins 8:15 a.m.**

**Afternoon Dismissal: 11:50, 12:50, 1:50 kindergarten/3:00 first grade**

Immediately upon entering the driveway in the a.m., drivers with kindergarten and first grade children should move into the right-hand curbside lane. This portion of the driveway is the kindergarten and first grade drop-off area. It begins by the kindergarten playground wall and extends to the sign located halfway down the driveway. Drivers should remain in line in that lane, filling in all empty spaces and moving forward toward the sign. Once they have dropped off their children, drivers should carefully merge into the center lane and exit to the north. Waiting cars should then pull forward. (See map.)

**Please do not bring children to school prior to 8:15 a.m.**, as supervision is not available until that time. Waiting kindergarten and first grade students will gather in the foyer until 8:25 a.m., at which time they may proceed to their classrooms.

At the end of their day, kindergartners are picked up at the Second/Third Grade Door at the north end of the driveway. This means that drivers picking up kindergartners can use the full length of the driveway. Kindergarten students are escorted to their cars by their teachers as the cars move down the drive.

First grade students are dismissed at 3:00 p.m. and are picked up at the same doors they are dropped off at in the morning. Students are instructed to wait until their cars have fully entered the driveway before loading up; this aids proper traffic flow by avoiding gaps in the line.

## Second and Third Grade Students

**Morning Drop-off begins 8:15 a.m.**

**Afternoon Dismissal: 3:00 second grade/3:10 third grade**

Drivers with second and third grade children should remain in the center lane and enter the second/third grade line after they pass the first grade pick-up/drop-off area. The second and third grade pick-up/drop-off area occupies the northern end of the driveway and begins immediately after the first grade area. Once in this area, drivers should move immediately into the curbside lane as far as they can go, moving up as space opens up in front of them. (See map.)

**IMPORTANT NOTE:** Drivers should not attempt to squeeze/angle into the second/third grade line. Instead, they should circle around again or park in one of the designated locations. Squeezing/angling into the end of the second/third grade line prevents the lead car in the first grade line from being able to exit to the center lane. This, in turn slows everything down.

In the morning, second and third grade students may gather in the vestibule area inside the Second/Third Grade Door until 8:25 a.m. when they may proceed to their classrooms. **Please do not bring children to school prior to 8:15 since full supervision is not available until that time.** The Second/Third Grade Door will be locked at 8:30 a.m. All tardy students and visitors to the school are required to use the Main Door and check in at the office after 8:30 a.m.

## After School Pick-up Reminders

In the event that space is unavailable along the curb during after school pick-up, drivers should:

- 1) Park in one of the available parking spaces on the west side of the driveway;
- 2) Return to Wagner Road and reenter the driveway; or
- 3) Park in one of the spaces north along Wagner Road.

For safety reasons, there should be no stopping in the center lane.

## Drivers Picking Up Students With Dismissal Times at Both 3:00 & 3:10 p.m.

Drivers with children in first grade and second or third grades should use only one drop-off/pick-up area, following the procedures outlined above for the youngest child. Consequently, drivers with any combination of first grade and older students should always use the drop-off/pick-up area near the Main Door.

At the end of the day, first graders who car pool with third graders will be supervised in the main foyer from 3:00 p.m. until the third grade dismissal at 3:10 p.m. Parents should pick up both the third graders and the first graders by the Main (office) Door **no earlier than 3:15 p.m.** It takes the third graders time to pack up and walk the length of the hall to meet their first grade car pool buddies, so arriving before 3:15 p.m. means you will be waiting and impeding traffic flow for everyone else. Second graders who ride with third graders only, may wait in the foyer by the Second/Third Grade Door until 3:10 p.m.

In the case of a car pool that consists of students in all grades, the driver should pick the children up at the Main Door no earlier than 3:15 p.m.

## **5 MPH Speed Limit**

Please use caution as you merge in and out of the center lane. Drivers should not exceed 5 mph, even while in the center lane. A speed bump has been installed to serve as a reminder.

## **Cell Phones**

Drivers are expected to refrain from using their cell phones upon entering the driveway for drop-off or pick-up. Student safety is always our first priority, and we have concluded that cell phone usage by drivers negates our student safety measures.

## **Traffic Safety Supervisors**

Traffic Safety Supervisors are stationed at three points and have several responsibilities:

1. Parking lot entrance - assist children on the sidewalk as they cross the sidewalk entrance to the parking lot.
2. Main entrance pick-up/drop-off area - monitor students on sidewalk and keep the traffic flowing.
3. Second and third grade pick-up/drop-off area - monitor students on sidewalk and keep the traffic flowing.

Please follow the directions given by the Traffic Safety Supervisors. Although drivers may want to stop in the center lane or feel inconvenienced when asked to pull forward, it is the supervisors' goal to make the driveway safe and efficient for everyone.

## **Parking Regulations**

Although it may be tempting, parking is not allowed along the school's main sidewalk at any time during drop-off and pick-up. This area is a designated fire lane, and unattended, parked cars may be ticketed by the Northfield Police. Parking is available in the following locations:

1. Parking lot adjacent to the school;
2. Designated spaces north on Wagner Road; and
3. Parallel parking spaces, including one specially designed for handicapped access, located along the west side of the driveway.

Although the parallel parking spaces are for visitors' use during the school day, they are reserved before and after school for drivers who are picking up or dropping off students. Parents who choose to use these spaces for this purpose should note that for safety reasons, children are not allowed to cross the driveway alone; drivers must escort their children across.

It should also be noted that during school hours parking on either side of Wagner Road in front of the school is illegal. The Northfield Police may issue tickets to cars illegally parked here.

## **Gate and Additional Exit**

The gated exit was installed to ensure that the driveway is still usable in the event of a flood at the north end. Therefore, the gate at this exit is not opened for daily use.

## **Play Date Arrangements**

After school play dates and other arrangements should not be scheduled while waiting in the driveway line during dismissal time. Doing so slows down the traffic flow, negatively affecting this entire complex process. Students and parents should make such arrangements from home.

## **Courtesy Counts!**

Please be patient with your fellow drivers and our Traffic Safety Supervisors!  
Thank you in advance for your support!