

# HERITAGE ELEMENTARY SCHOOL TRAFFIC FLOW PLAN

## 2021-2022

**Car Riders:** Each school day during morning drop-off, using the main entrance off *Spears Rd* at the ***FRONT of the building***, car rider students should be dropped off to enter the front doors, beginning at 7:35 A.M. All cars should stay on the right side of the entrance in the mornings. Students who are brought to school after 8:05 A.M., must be signed in by a parent/guardian at the front office. **Car rider students may not be dropped off on the street, or on the T.C Jester Entrance which is for the Buses and Daycare Vehicles as this significantly interrupts the flow of traffic on that side.** Students should not be dropped off before 7:35 A.M. as staff will not be available to supervise before this time.

Each afternoon, car rider students must be picked up from the car rider line at the entrance off Spears Rd just as in the mornings. ***Through these entrances, there will be one lane of traffic for student pick, and one lane for exiting traffic.*** The school will assign each car rider a number that must be clearly visible to the staff from the window of a vehicle. Parents/guardians should remain in their cars and follow the directions of the staff members on duty as they proceed through the car rider lanes. Students may not be removed from the car rider lane by anyone who walks up to the line; no exceptions. Anyone who attempts to remove a student from this line will be directed to show proper identification to sign the student out properly in the front office after 3:45 P.M. The identification will be verified before any student can be released. Any parents/guardians without the school assigned car rider tag will be asked to park, come into the front office to display proper identification, sign the student out, and get a replacement car rider tag. Students who are car riders, but are being released to a parent/guardian from the front office, will be released once all cars have been loaded and have driven away. At 3:45 P.M., parents will have to sign their student out in the front office. The car riders who remain on campus at this time will be moved to the front office for pick up. Documentation will be kept on students who are consistently picked up late. Parents will be notified of consequences

Following the procedures which have been put in place for our car riders helps ensure the safety of our students. The line may appear to be long, but it moves quickly in a safe, orderly manner. We are asking parents to please be patient as students learn their car rider numbers. We will put forth ever effort to make the car rider line flow smoothly, fast, and safe. Please support us in adhering to the car rider line policy each and every morning and afternoon.

**General Education Buses:** Each morning, the General Education Buses will enter the campus using ***the side entrance off T.C Jester Road and into LANE A pulling up to the end of the side walk.*** Designated personnel will meet these students at each bus to escort them safely off and into the school using the side doors.

At dismissal, buses will use the T.C Jester entrance again, pulling into LANE A up to the end of the side walk. Students will be dismissed from a central location. Personnel in charge will escort the students to their assigned bus. Personnel will not leave the buses until the students are seated safely on the bus. **Parents/guardians will not be allowed to take any students out of the bus line or off the bus. Our campus is accountable for students at all times and this will ensure the safety of our students.**

**Walkers/Bike Riders:** Each morning, the walkers and bike riders must walk at all times onto the campus. They will be allowed to enter the building at 7:35 A.M. through the Blackridge gate and enter the campus through the doors on the 4<sup>th</sup> grade hallway; as well as from the side doors facing T.C Jester

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Rd. Bike riders must enter from the Blackridge Walker gate and place their bikes in the designated area in the back of the campus. Students are responsible for making sure that their bikes are under proper lock and key to avoid risks of theft.

Each afternoon, the walker students will be escorted off the campus by staff personnel to the designated areas for parent pick up or traveling home on their own. ***Black Ridge Walker students*** are escorted to the just beyond the gate and watched by school personnel. **Please DO NOT park in the driveways of the homeowners on Black Ridge, or block their driveways.**

***T.C. Jester Walker students*** are crossed using the crosswalk signal at the light of T.C. Jester and Spear Rd, then walked down the side walk to the entrance of the neighborhood. It is illegal for us to cross them directly in front of the school/subdivision as there is not a crosswalk signal installed. Please also make sure your child uses the crosswalk in the morning when walking to school.

For the safety of our students, parent/guardian are required to wait for their students at the designated pick up areas so that students can be escorted off campus in a safe, orderly manner. **Students will not be allowed to leave the walker/bike rider lines to meet their parents/guardians until they are in the designated pick up areas. Pre-Kindergarten and Kindergarten students MUST be accompanied by a parent/older sibling/ or guardian in the afternoons in order to walk home. Students not with an escort will return back into the campus.**

**Daycare:** Each morning, daycare vehicles will enter the campus through ***the entrance off T. C. Jester in Lane B.*** Students may be dropped off beginning at 7:35 A.M. until 8:05 A.M. School personnel will be on duty to ensure that students are escorted safely into the building. **Daycare providers that arrive after 8:05 A.M. must come into the front office to sign those students in for the day.** It is imperative that students are arriving no later than 8:05 A.M. Parents/guardians please support us by encouraging your daycare providers to be on time.

Each afternoon, daycare vehicles will enter the campus through ***entrance off T.C Jester and park in Lane B.*** Students will be escorted to their designated daycare vehicles by school personnel. Dismissal begins at 3:25 P.M. and daycare providers should arrive no later than 3:45 P.M. to pick up students. Parents/guardians please support us by encouraging your daycare providers to be on time. **Parents/guardians will not be allowed to take any students out of the daycare line or off daycare modes of transportation. Our campus is accountable for students at all times and this will ensure the safety of our students.**

**Special Services Buses:** Each morning, special services buses will enter the campus through ***the entrance off T.C. Jester in Lane B.*** Students should arrive between 7:35 A.M. and 8:05 A.M. School personnel will be on duty to ensure that students are escorted safely into the building.

Each afternoon, Special Services Buses will enter the campus through ***the entrance off T.C. Jester in Lane B.*** This is where students will be escorted to their assigned buses by school personnel. Dismissal begins at 3:25 P.M.