

## Traffic Letter

Dear Parents,

This letter is to inform you of the drop-off and pick-up procedure for the children of Liberty Common School. We realize that our traffic situation is less than ideal but the **safety** of our Liberty children is of great concern. The following directions will hopefully make the drop-off and pick-up procedures more efficient and safe.

### **DROP OFF FRONT**

- Children are only to be let out of your vehicles in the front area parking lot where you see a red line, near the mailbox, on the passenger side.
- When dropping off please pull as far forward on the red line before unloading.
- Do not stop at the first spot, if there is room to pull forward, please do so.
- If someone is stopped in front of you and you are not in the red drop off zone, but still in the white zone, you may use the passing lane to pull forward to the next available spot on the yellow drop off zone.
- Please do not unload from the passing (left hand) lane.
- Do not allow the children to unload in front of the school on Sharp Point.
- Do not park your vehicle along Sharp Point north of the front driveway.
- Do not park and unload on the East side of Sharp Point.
- Do not block the entryway to the Advanced Energy Parking lot on Sharp Point while lining up to drop off.
- When exiting you must turn left out of the drop off area and exit south (right turn) on Sharp Point.
- Please do not exit north (left turn) on Sharp Point unless you will be going east (a right hand turn) on Prospect.
- Please have the students ready to exit promptly with their belongings once the vehicle has stopped.
- Please do not get out of your vehicle.

### **PICK UP FRONT**

- Children are only to be picked up in the front area parking lot where you see a red line, near the mailbox.
- Do not allow the children to load into your vehicles on Sharp Point.
- Students must load from the red line pick up area.
- When picking up please pull as far forward on the red line as possible.
- Do not stop at the first spot, if there is room to pull forward, please do so.
- The children may load into the vehicle on the passenger side from the red loading areas.
- Please have the children load your vehicle as quickly as possible.
- The children are not to leave from the loading area to a parked vehicle unless accompanied by the parent or car pool driver.
- Please do not get out of your vehicle.
- Do not park your vehicle along Sharp Point north of the front driveway.
- Do not park and unload on the East side of Sharp Point.
- Do not block the entryway to the Advanced Energy Parking lot on Sharp Point.
- Please do not park in the adjacent businesses parking lots.
- Do not drive through parking lots of adjacent businesses.
- When exiting the lot, turn left and exit south (right) on Sharp Point.
- Do not exit north on Sharp Point unless you will be going east on Prospect.
- Please do not use the Handicap Parking spaces unless you have the proper licensing or permission from the front office.

## DROP OFF BACK

- When dropping off please pull as far forward into and around the loop as possible before unloading.
- Children are only to be let out of your vehicles in the loop where the cones start.
- Children should exit on the passenger side of the vehicle.
- Since cars are turning around in the circle, please do not pass other vehicles that are in line. Wait until the other cars in front of you leave or pull forward.
- Please have the students ready to exit promptly with their belongings once the vehicle has stopped.
- Please do not get out of your vehicle.
- Do not park in the adjacent businesses parking lots.
- Do not drive through the parking lots of adjacent businesses.
- The doors to the back entrances will be closed and locked at 8:00 a.m. If a student does not make it through the doors by 8:00 a.m. he/she will need to be taken around front and personally checked in by his/her parent or carpool ride.
- After dropping off, carefully turn in to the circle and exit out the driveway.
- When exiting, please be careful and exit north (right turn) on Mid Point.
- Do not exit south (left turn) on Mid Point.
- No children or visitors will be admitted to the school through the back doors after 8:00 a.m.
- **When entering the loop, please yield the right of way to the field driveway traffic.**

## PICK UP BACK

- The back pick up will end at 3:20 p.m.
- Children are only to be picked up in the loop where the cones start.
- When picking up please pull as far forward into and around the loop as possible before loading.
- Please have the children load your vehicle on the passenger side as quickly as possible.
- The children are not to leave from the loading area to a parked vehicle unless accompanied by the parent or car pool driver.
- Do not park in the adjacent businesses (Advance Energy) parking lots.
- Do not drive through the parking lots of adjacent businesses (Advance Energy).
- When exiting, please be careful and exit north (right turn) on Mid Point.
- Do not exit south (left turn) on Mid Point.
- **When entering the loop, please yield the right of way to the field driveway traffic.**

## **DROP OFF FIELD DRIVEWAY**

- The field driveway gates will open at 7:40 a.m.
- Enter the field driveway drop off via March Court off of Sharp Point.
- Children are only to be let out of your vehicles in the front area between the cones.
- Please do not unload before the first cone or beyond the last cone.
- When dropping off please pull as far forward along the cones before unloading.
- Do not stop at the first spot, if there is room to pull forward, please do so.
- If someone is stopped in front of you and you are not in the cone drop off zone, you may use the passing lane to pull forward to the next available spot.
- Please do not unload from the passing (left hand) lane.
- Please have the students ready to exit the passenger side promptly with their belongings once the vehicle has stopped.
- Please do not get out of your vehicle.
- Exit single file out of field driveway.
- Yield to oncoming back drop off traffic and turn left out of the field driveway exit.
- When exiting, please be careful and exit north (right turn) on Mid Point.
- Do not exit south (left turn) on Mid Point.

## **PICK UP FIELD DRIVEWAY**

- The field driveway will close at 3:20 p.m.
- Enter the field driveway drop off via March Court off of Sharp Point.
- When picking up please pull as far forward as possible.
- Do not stop at the first spot, if there is room to pull forward, please do so.
- If someone is stopped in front of you and you are not in the cone drop off zone, you may use the passing lane to pull forward to the next available spot.
- Please do not get out of your vehicle.
- Please have the children load your vehicle on the passenger side as quickly as possible.
- Please do not load before the first cone or beyond the last cone.
- Exit single file out of field driveway.
- Yield to oncoming back drop off traffic and turn left out of the field driveway exit.
- When exiting, please be careful and exit north (right turn) on Mid Point.
- Do not exit south (left turn) on Mid Point.