

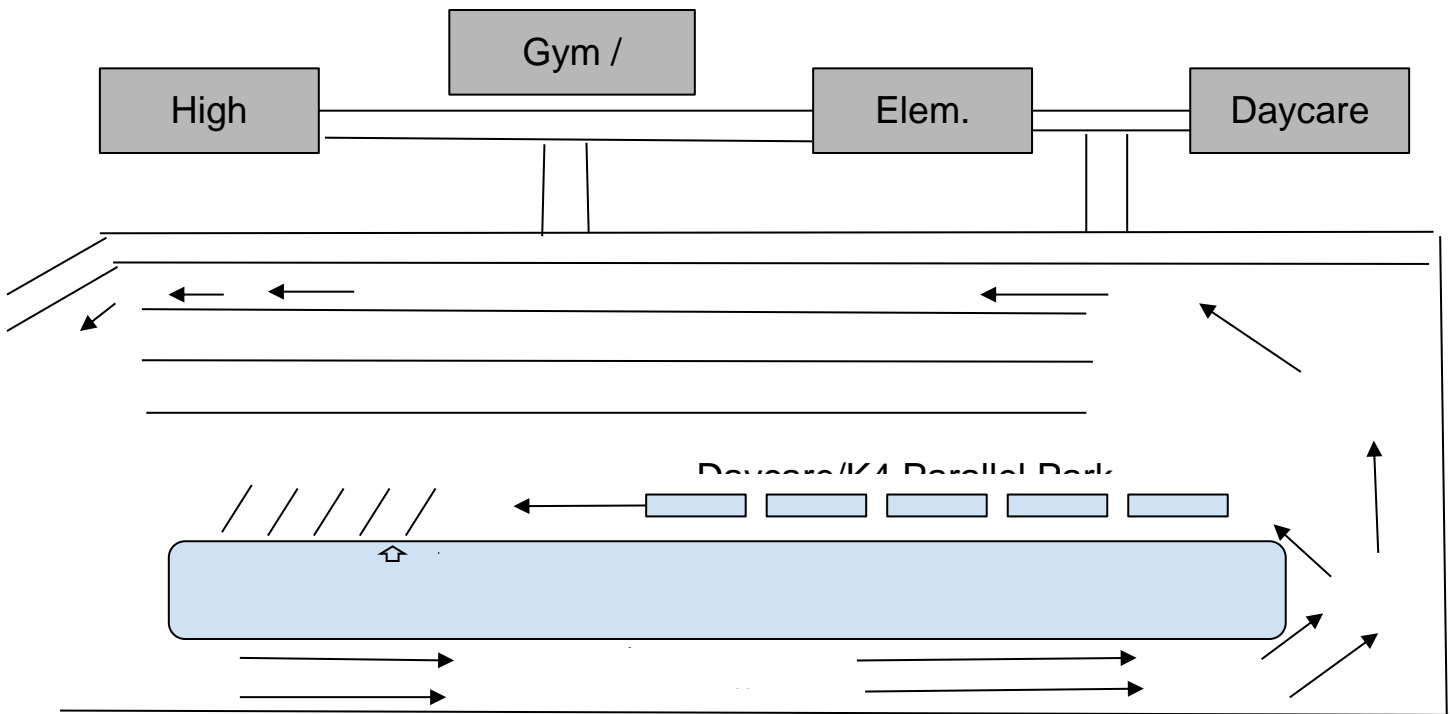
## CPS Traffic Plan

This CPS Traffic Plan was developed by a group of staff and PTO members to provide a more safe and efficient method of arrival and departure for our students. While this plan may take some time and effort to run efficiently, please remember that the safety of our students is our primary concern. We appreciate your patience and cooperation in making this a successful plan. Necessary signage and staff will be in place to ensure that this plan is effectively implemented.

### Morning Drop-off Procedures:

- **Daycare:** Arrival may begin at 6:30. We strongly recommend 6:30-7:30 or after 7:55, if you do not have a school-age child, to reduce wait time and traffic build-up.
- Daycare parents are asked to use the designated parking areas to exit your vehicle and sign in your child. Please **DO NOT** park or leave your car in the school drop-off lane.
- Daycare/K4 vehicles will exit in Lane 3.
- **K4 - 12th Grades:** beginning at 7:30
- Students who may necessitate a different drop-off time will need to notify administration for consideration to be made.
- The lane nearest the sidewalk, Lane 1, will be the only lane utilized for drop-offs.
- Students must exit their vehicle in the drop-off lane; the driver must remain in the vehicle.
- If you need to enter the building, you must park in a parking space.
- After your student has exited the vehicle, wait until the Staff directs you to move onward.  
**DO NOT** pull out of the lane or bypass other vehicles.

**Daycare/K4 Drop-off:** Daycare Awning (Parents must sign in - use designated parking areas.)  
**K5 - 12 th Drop-off :** Gym/Cafeteria Awning



### **Afternoon Dismissal Procedures:**

- **K4** - 2:30 - 2:45
- **K5 - 12th Grades:** Elementary will begin lining up at 2:50; dismissal will be at 3:00.

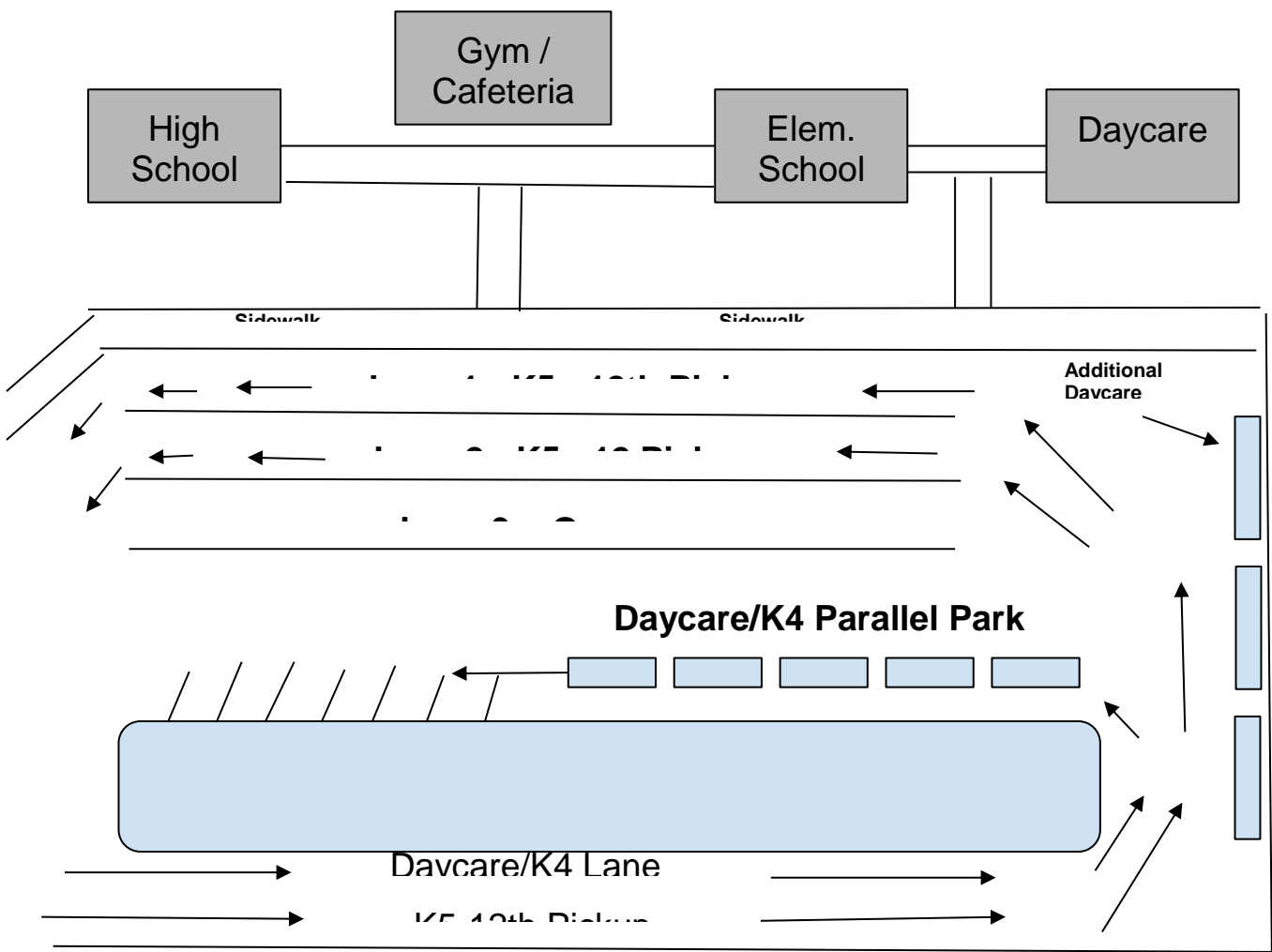
### **Hang-tags:**

- All families will receive two (2) hang-tags for their vehicles. Additional hang-tags may be purchased through the school office.
- The hang-tags will have a number that corresponds to your student/family/carpool. Hang-tags should be placed on the rearview mirror in order to be visible to on-duty staff. Younger students will be given a small tag to hang on their backpacks that correspond to their carpool number.
- If you do not have a hang-tag or a special circumstance occurs, please park in the designated parking area and go to the school office.
- High School Drivers may purchase a hang-tag for their cars. They are necessary in order to park in the High School parking lot. Teachers and substitutes will also be supplied hang-tags for their vehicles.

### **2 Lanes:**

- Lane 1 (nearest sidewalk) and Lane 2 (beside Lane 1) will be used for K5 - 12th Grade pickups.
- Lane 3 will remain open.

- The Parking spaces will be for parking as well as a parallel parking area at the south end for daycare/K4 parents who will need to park and sign out their children.
- Car Numbers will be called upon your arrival by on-duty staff. Students will be directed to load their vehicles when all vehicles are stopped.
- Lanes 1 and 2 will be loaded and directed out by the on-duty staff in an orderly manner.  
**Please DO NOT exit your vehicles.** You **WILL NOT** be allowed to bypass vehicles ahead of you.
- If you need to enter the building, please park in the designated parking area.
- If an elementary or middle school student rides with a high school student, the high school student must come get the child, let the teacher know, and walk them to the High School parking area.
- If you are in the daycare parking area, you must go around and re-enter the carpool line. You will not be allowed to walk up and get your child.
- You are **NOT** allowed to pick up children behind the high school building.



We ask for your patience and cooperation while learning this new plan! Please allow additional time the first few weeks until this works more smoothly. As always, Clarke Prep and the PT0 want the safety of our students to be our first priority!