



a message from the office of
SAFETY & SECURITY

CARPOOL POLICIES & PROCEDURES 2021-2022

Providence Day appreciates your patience with Campus Traffic and Parking. Please review and follow all current guidelines as everyone will be expected to follow these policies and procedures while you are on campus. We strive to make the process as safe and efficient as possible, with the emphasis being on safety.

MORNING CARPOOL:

Student Drop Off Times:

LS: 7:30 am - 8:00 am
(8:00 am - LS classes start)
MS/US: 7:50 am - 8:15 am
(8:15 am - MS/US classes start)

**Please adhere to the drop off times and we ask that you do not come early, as no one will be allowed to drop off prior to the scheduled drop off times.*

MORNING CARPOOL UNLOADING ZONES:

TK, K, 1st and 4th....Ferryboat
2nd and 3rd..... Semi-circle
5th..... Ridenhour
MS..... Ridenhour or (Ferryboat after 8:00)
US..... West Lot, Ridenhour or (Ferryboat after 8:00)
(No MS/US dropoff, unless with LS sibling, in Ferryboat before 8:00 am)

The Ferryboat will be open for vehicles from 7:30 - 8:15 am. After that time it will be shut down for the day until afternoon carpool begins. (Please do not park in any Faculty Parking spots, even if just briefly, as teachers will not be able to find a spot to park. All visitors MUST park in the Upper Deck and check-in at the Demayo Gateway Center)

In order to safely and efficiently unload students, we ask that you have your child ready to unload immediately upon arrival. If you must delay for any reason, please do not sit in the unloading or travel lanes. If you find that you need more time upon arrival, please drive to the upper deck and when ready, proceed to the appropriate unloading zone.

If a LS student arrives late, after 8:00 am, you will need to proceed to the semi-circle/cell phone lot, and call 704-887-6000, and a teacher will be dispatched to this location and will take your child to their class.

If a MS/US student arrives late, after 8:15 am, please drop off on the Upper Deck and your child will need to proceed to The Dean's Office to sign in.

Unapproved areas for drop off:

- Sardis Road
- Lansdowne or Robinson Woods Neighborhood
- Sardis Presbyterian Church
- Upper Parking Deck (unless arriving after classes start)
- Lower Parking deck
- Mac parking lot
- Entrance Drive

New: When exiting the school via the Exit Drive by Ridenhour, you may now turn left onto Sardis Road from either lane. Right turns onto Sardis will be from the right lane only. We believe this change will be more efficient and will be for both AM and PM carpools. (The Police Officer is aware of this change)

AFTERNOON CARPOOL:

"PLEASE DO NOT ARRIVE ON CAMPUS EARLY"

We conducted a survey and found that most of the carpool traffic issues were a result of many parents arriving too early for pickup. Please help us help you by adhering to your pickup times:

****LS 2:50 dismissal should not arrive before 2:40 pm.***

****MS/US 3:10 dismissal should not arrive before 3:15 pm.***

Note: No driver/passenger may leave their vehicle to pick up their child while their vehicle is in any driveway. You may only exit your vehicle when it is inside of the Ferryboat, where the pedestrian/traffic flow will be safely monitored by faculty & staff.

AFTERNOON PICKUP TIMES & ZONES

TK 1:00 pm.....pickup at Ridenhour

K 2:00 pm.....pickup at Ridenhour

1st - 4th 2:50 pm.....pickup in Ferryboat

5th 2:50 pm.....pickup at Ridenhour

MS 3:10 pm.....pickup at Ridenhour

US 3:10 pm.....pickup in West Lot or at Ridenhour

New: There will be NO afternoon carpool pickup this year in the semi-circle by Overcash.

New: The incoming drive from the Back Gate/Lansdowne will have the left lane reversed. Both lanes will become *One-Way*, inbound, between the hours of 2:30 pm - 3:30 pm for the afternoon carpool. (The left lane will switch back again to two-way traffic at 3:30 sharp - so drivers beware).

~The *Right Lane* will be for Ferryboat and Right Turn Only.

~The *Left Lane* will be for Left Turn toward Ridenhour only.

Drivers leaving the Ferryboat are asked to turn Left toward the *Main Entrance* when exiting campus. You may turn right out of the Ferryboat only if you also have a MS/US student to pick up at the Ridenhour. No one will be allowed to exit straight from the Ferryboat to the back gate during the 2:30-3:30 timeframe.

We believe this change will greatly help the traffic flow issues that are occurring at this location.

Other than the lane reversal between 2:30 pm & 3:30 pm, please do not travel the wrong way in your vehicle unless directed by a Police/Safety Officer or other PD staff member to do so.

If any Faculty/Staff wish to leave from the back gate drive between the 2:30-3:30 time frame and they normally park by the Mac/Athletic fields, they will need to park at the church or request a permanent parking spot elsewhere as to not be affected by this change.

Parents are asked to not park to pick up their children from Ferryboat. Please follow the appropriate listed procedures when picking up your child each afternoon. (*With the lane reversal from the back gate, parking and picking up your child will be difficult*). Parents who walk from nearby neighborhoods may walk to Ferryboat to pick up their children.

If you must pick up your MS or HS child prior to dismissal time (before 2:50) for a Doctors appointment, etc, you will need to use the upper deck. A note or phone call will be required for early pickup. LS early pick up will be at the upper deck or the semi-circle behind Overcash, depending on the time. An email to the teacher and devin.kerrigan@providenceday.org is required to coordinate an early pick up.

If lightning is detected in the area by our Thorguard Lightning System, you will be notified that you will need to come inside to pick up your child. Connect5 will be utilized if the timing permits. The safety staff will also inform drivers if this occurs.

Athletic Pickup

MS Athletic Carpool will run from 5:00-5:45. Most practices dismiss between 5:00-5:15. When you arrive on campus you will be directed to the Ferryboat to queue up as a staging area before picking up your child in front of the MAC.

Afternoon Pickup Instructions for LS

TK/K: Cars will line up by the Ridenhour and teachers will walk students to cars. Parents remain in cars.

Grades 1-4:

1. Cars enter three lanes in the pickup area, move forward as far as possible, and turn off engines. Meet children on the sidewalk (grade level areas-1st and 2nd in front of Williams, 3rd in front of the Academic Center, and 4th in front of the library, but do not leave the sidewalk to return to your car until you hear the whistle that signals safe crossing.
2. The first line-up of vehicles will be ready to move promptly at 3:00 p.m. and repeat the process.
3. Traffic directors will monitor, ensuring students are safely in place, and when all cars are ready, the traffic director will signal to start engines. They will direct cars to leave in a single file, lane by lane.
4. As lanes empty, the traffic director directs cars to enter the ferry boat, proceed to the front of the line, turn off engines, and repeat the pickup process.
5. If a student is not ready for pickup, waiting in the ferryboat is not an option; the driver must exit the pickup area and go through the line again or park in a parking space to look for their child.

6. Dismissal coverage ends at 3:20 at which time those students remaining will be taken to Extended Day.

Grade 5: Cars will line up by Ridenhour and teachers will call students to walk to their car. Parents remain in cars.

REMINDERS:

- If you are arriving on campus during the school day to pick up your student at a time other than carpool, please park in one of the following areas:
 - Upper Parking Deck (This area may not be used as a drop off or pick up area.)
 - Rear Parking Lot of Sardis Presbyterian Church (This area may not be used for a drop off or pick up area.)
 - During special events, you will be directed to these parking areas or after school, other areas may open for parents to park. The event organizer will provide you with parking directions.
- Please do not park in areas assigned to students, faculty and staff or reserved parking spots designated by posted signage.
- Follow the directions of those on duty to assist you: CMPD officers, PDS faculty and staff.
- Pedestrians should not cross through the ferryboat during morning carpool. Please use the new crosswalk on the Main Drive between the Library and the Mac.
- Refrain from using your cell phone while driving. If you need to make contact by cell with your student, please do so while your car is parked. Consider stopping in the rear parking lot of Sardis Church as a cell phone lot.
- Traffic speed should not exceed **10 mph** along the school drives and in the ferryboat and parking lot areas no more than 5 mph. Please be aware of new student drivers and pedestrian traffic at all times.
- If you have an appointment on campus, please park in the Upper Deck and check in at the Demayo Gateway Center.
- If you are picking up your child from the Health Room, please park in the

semi-circle, cell phone lot, (beside Overcash) and call the Nurses Station at 704-887-6017. The Nurse will bring your child to your vehicle at this location.

- The Administration, Faculty, Staff and CMPD Officers are posted at various locations during carpools and events. Please respect them and follow their instructions as their main goal is for the safety of everyone.
- If you use the back gate and drive through the Lansdowne Neighborhood, please help us be a good neighbor by adhering to the posted speed limits, stop signs and be alert for pedestrians.
- When exiting from the West Lot (Extended Day), please Do Not turn left onto Sardis Road unless an Officer is present and directs you.
- Please note that the Police Officers are required to allow exiting traffic to build up as much as possible before stopping the flow of traffic on Sardis Road. So please be patient.
- Student drivers are asked to make 'right turns only' when leaving the campus from any drive unless a Police Officer is present and directs you to turn left.

If you have any questions regarding carpool, please contact our Head of Safety and Security, John Tegeler at john.tegeler@providenceday.org or 704-887-6007.