

Student Pick-up and Drop-Off

Traffic Flow:

Parking is limited on the Archway Trivium West campus. Safety and continuous flow of traffic are our top priorities. To this end, we have created two separate traffic patterns for the campus: One traffic pattern will be for Prep-student-only drop-off/pick-up and the second traffic pattern will be for Archway-only and Archway-with-Prep-student drop-off/pick-up.

Drivers transporting Archway Trivium West students (or both Archway and Prep students) must enter and exit the campus from Encanto Blvd. One lane is dedicated for entry and one lane is dedicated for exit. During drop off and pick up hours there is no left turn going westbound onto the school grounds from Encanto Blvd. Vehicles leaving campus to the North may only exit to the East on Encanto Blvd.

To ensure a safe and speedy drop-off and pick-up of ALL students, once parents enter campus from Encanto Blvd., they will immediately turn right, forming two lanes which circle around the athletic field. The righthand lane is the designated CURBside drop-off/pickup lane. The lefthand lane is the FIELDside drop-off/pick-up lane. If you need to park, you must merge into the left lane. Remember, there is limited parking and parents must park in designated spaces and walk their child to or pick up their child from the building. Parents in the Drop-off/Pick-up Zone must remain in their vehicle. Faculty will assist students exiting or entering vehicles. Both lanes will exit by turning left from the Drop-off/Pick-up Zone. The two lanes will merge into one lane to exit onto Encanto Blvd. to the East, by right turn only. Traffic will not be allowed on the road behind the gymnasium. This area will be for buses and deliveries only.

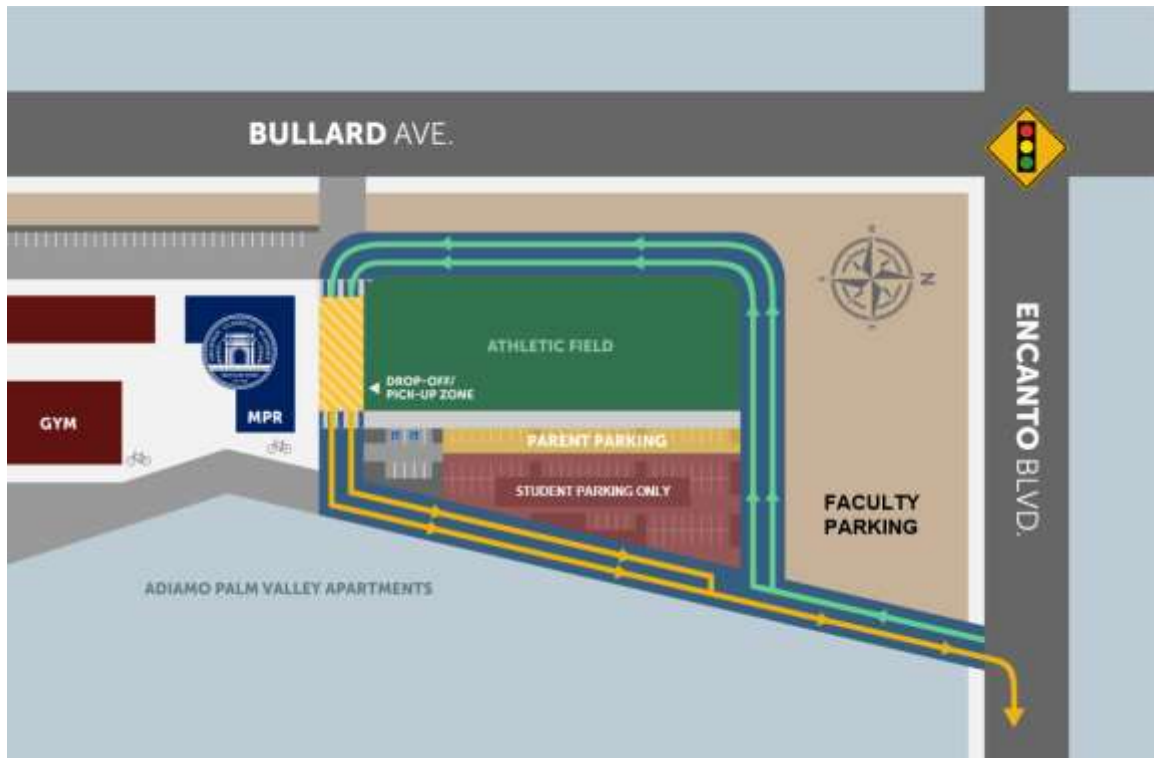
To further support the understanding of the new traffic flow for drop-off and pick-up, please reference the maps below. Additionally, a Traffic Flow video is available on the [Family Resources page](#) on the school website.

BLUE Card Pick-up Procedure:

During pick-up, drivers must hand their BLUE pick-up card(s) to a staff member. If you carpool, drivers will need a card for each family and you must be listed as an authorized pick-up person. When you arrive at the Drop-off/Pick-up Zone, a staff member will escort student(s) to your vehicle. Please remain in your car. If your Prep student is not present in the Archway pick-up lane when the Archway student is loaded, you will be asked to drive forward and merge into the left lane to re-enter the line at the North end of the parking lot.

We ask that all families adhere to the scheduled drop-off/pick-up times and procedures. Families should study and review our traffic procedures and map before the first day of school, so that each of us can contribute to the safety of our students and the optimal flow of traffic.

Traffic Flow Map for Student Drop-off/Pick-up:



Student Pick-Up Locations (Detail):



Morning Student Drop-Off Procedures and Options:

Below is a summary of arrival times/locations for Archway students. All Archway students enter the school through the Archway Multipurpose Room (MPR) Entrance on north side of the school. Archway students should ALWAYS enter campus from the Archway side. If an authorized adult is dropping off *both* Prep and Archway students *at the same time*, all students will exit your vehicle on the Archway side of campus and then Prep students will follow the sidewalk around the EAST side of campus to the Prep Entrance.

The Archway MPR Entrance doors will be locked at 7:47 AM each day. (Arrival after 7:47 AM requires Archway parents to park and accompany their child to the front office. A late pass will be issued to the child after the parent has signed them in for admission to class.) Instruction begins at 7:50 AM EACH DAY (students must be unpacked, in their seats and ready for learning by this time).

Authorized adults who wish to park or Prep students transporting ATW students onto campus without an adult present must use sidewalks/crosswalks and walk with Archway students to the MPR Entrance. Parents may only park in the row of parking adjacent to the athletic field (see "Parent Parking" on map above).

Students arriving to campus without an authorized adult or accompanied by a Prep student must have an [Archway Walker Pass Waiver](#) on file with the front office. Additional details relevant to these students are included in the waiver.

Morning Arrival Times/Locations		
Arrival Times	Who May Arrive to Campus	Arrival Location -All ATW Traffic will enter/exit campus from Encanto Blvd.
7:00-7:30 AM	ONLY students (K-5) enrolled in "Early Drop-Off Club" may enter campus. Register at the Archway Trivium Clubs website	Archway MPR Entrance
7:30-7:45 AM	Drop off for all ATW students	Archway MPR Entrance -Students arriving to campus without an adult or Prep student must have appropriate waiver on file (see above).
7:30-7:45 AM	Drop off for ATW students <u>with Prep students present</u>	Archway MPR Entrance -Prep students arrive with ATW students and then walk around east side of campus to Prep entrance. -Students arriving to campus without an adult must have appropriate waiver on file (see above).
7:47 AM	Archway MPR Entrance doors are locked. Parent must sign-in child at front office.	Archway Front Office -Parents arriving after this time must park and walk student to front office for late check-in.

Afternoon Student Pick-Up Procedures and Options:

Below is a summary of pick-up times/locations for Archway Trivium West students. Please read carefully to determine which scenario best describes your family based on the students who will leave campus together.

Please note, there are separate procedures for:

- Students being picked up on-campus by a parent/authorized adult or
- Students leaving campus without an adult (Walking, biking, or riding with a Prep student driver). Any Archway student leaving campus without an adult or accompanied by a Prep student must have an [Archway Walker Pass Waiver](#) on file with the front office. Additional details relevant to these students are included in the waiver.

Please reference the appropriate table below to determine pick-up times/locations for your students. Understanding which procedure to follow will help to ensure safety and continuous flow of traffic when entering/exiting campus. It is the parent's responsibility to communicate with their child and the school when there are adjustments needed to a student's normal pick-up routine. Failure to do so may result in mix-ups and may cause significant delays during pick-up.

As there is minimal parking available on campus, using the car pick-up option is strongly encouraged. Parents must remain in the car during drive-thru pick up. Archway staff will be present to assist students into the vehicle.

Note: If students are not picked up on time, parents may incur fees according to our [Late Pick Up Policy](#).

An authorized individual (adult or Prep student) **MUST** have a **BLUE** pick-up card for each Archway child/family they are picking up during dismissal.

Authorized adults/students arriving to campus without a **BLUE** pick-up card must request a temporary pick-up pass from the Front Office. Adults without a **BLUE** pick-up card must park in Parent Parking (see map above) and follow the sidewalks/crosswalk to the front office where they must present a valid ID to be issued a temporary pick-up pass.

On-Campus Pick-Up by a Parent/Authorized Adult*

*See the following table for "Leaving Campus without an Adult" Dismissal Procedures

"Who am I picking up?"	Pick-up Times	Pick-up Location
ONLY ATW K-5 students	M/T/Th/F: 3:00-3:30 PM Weds: 1:25-1:50 PM Half Days: 11:50 AM-12:15 PM	By Car: Archway Pick-up Zone By Walk-up: Parent Walk-up Line Entrance (Archway MPR South Door)
ATW Half Day Kinder student	M-F: 11:50-11:55 AM* *On K-5 Half Days, Half Day Kinder dismissal will follow regular pick up procedures from the MPR using collection of BLUE pick up cards. Parents should remain in their vehicles for student pickup or park and use the Parent Walk-Up Line Entrance on the southeast side of the MPR (see map).	By Car/Parent Walk-up: Archway Atrium Entrance* *On K-5 Half Days, use pick-up locations above for "ONLY ATW K-5 students"
ATW K-5 <u>and</u> TVP 6 th -12 th grade students	M/T/Th/F: 3:00-3:30 PM Weds: 1:25-1:50 PM Half Days: 11:50 AM-12:15 PM	By Car: Archway Pick-up Zone By Walk-up: Parent Walk-up Line Entrance (Archway MPR South Door) -Prep 6 th -8 th grade students should meet the car/parent at the Archway Pick-up Zone in front of the MPR. TVP students may not pick-up ATW students at the parent pick up door.- If Prep students are not ready to load, parents may be asked to circle around to keep traffic moving.

Dismissal for Students Leaving Campus without an Adult

(Walking/Biking or Riding with a Student Driver)

General Info for Walkers/Riding with Student Drivers:

- Students in 1st – 5th Grade must live within 2 miles of the school to walk home without a Prep student/adult. Half-day Kindergarten students may not leave campus without an authorized adult.
- Parents must complete the appropriate waiver (links below) for their child to be issued an “ATW Walking Tag” for dismissal. If a parent/adult is picking up their student from campus, a Walking Tag may NOT be used.
- When a waiver is approved, detailed instructions for the student leaving campus will be given to the parent or authorized adult.
- Parents are responsible to remove the Walking Tag and to communicate to their child and the school on days when students will be picked up by an authorized adult. Failure to do so will cause mix-ups and may significantly delay pick up.
- Archway students may not linger on campus after school during/after pick-up, which includes lingering on campus with an older Prep student. Archway students must be in close proximity to a responsible parent, guardian or teacher at all times while on campus.
- If students are not picked up on time, parents may incur fees according to our [Late Pick-Up Policy](#).

“Who is leaving campus without a parent/adult?”	Requirements
ONLY ATW 1 st -5 th students (no older siblings)	<ul style="list-style-type: none">• Walking Pass Waiver submitted/approved by Front Office (lives w/in 2-mile radius).• ATW Walking Tag attached to backpack.• Students will be dismissed as a group to walk off campus within 15 minutes of school dismissal.• See Archway Walking Pass Policy & Waiver for detailed information.
ATW Half-day Kindergarten students	Half-day Kindergarten students may not leave campus without a parent or authorized adult.
ATW K-5 th <u>and</u> TVP 6 th -12 th grade students	<ul style="list-style-type: none">• Prep 6th-12th grade student must pick up ATW student from the designated location at 3:10pm (Wed: 1:35pm, Half Day: 12:05pm) and leave campus directly using crosswalks/sidewalks to Bullard Ave. Students may not meet a parent parked on campus.• Only authorized TVP student drivers with on-campus parking permits will be allowed to enter the parking lot with Archway students.