

TRAFFIC FLOW FOR DROP-OFF AND PICK-UP

Temporary Traffic Flow Pattern due to Campus Construction (effective August 2021)

Often there is not enough parking for parents/guardians to park during morning drop-off and afternoon releases. All parents/guardians must get in the drive through lines to both drop off and pick up their students. While not perfect our traffic management plan is the result of dedicated study and continuous improvement. We ask that all returning families adhere to the scheduled drop-off and pick-up times and that all our new families study and review our traffic procedures and map so that each of us can contribute to the safety of our students and the optimal flow of traffic.

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.

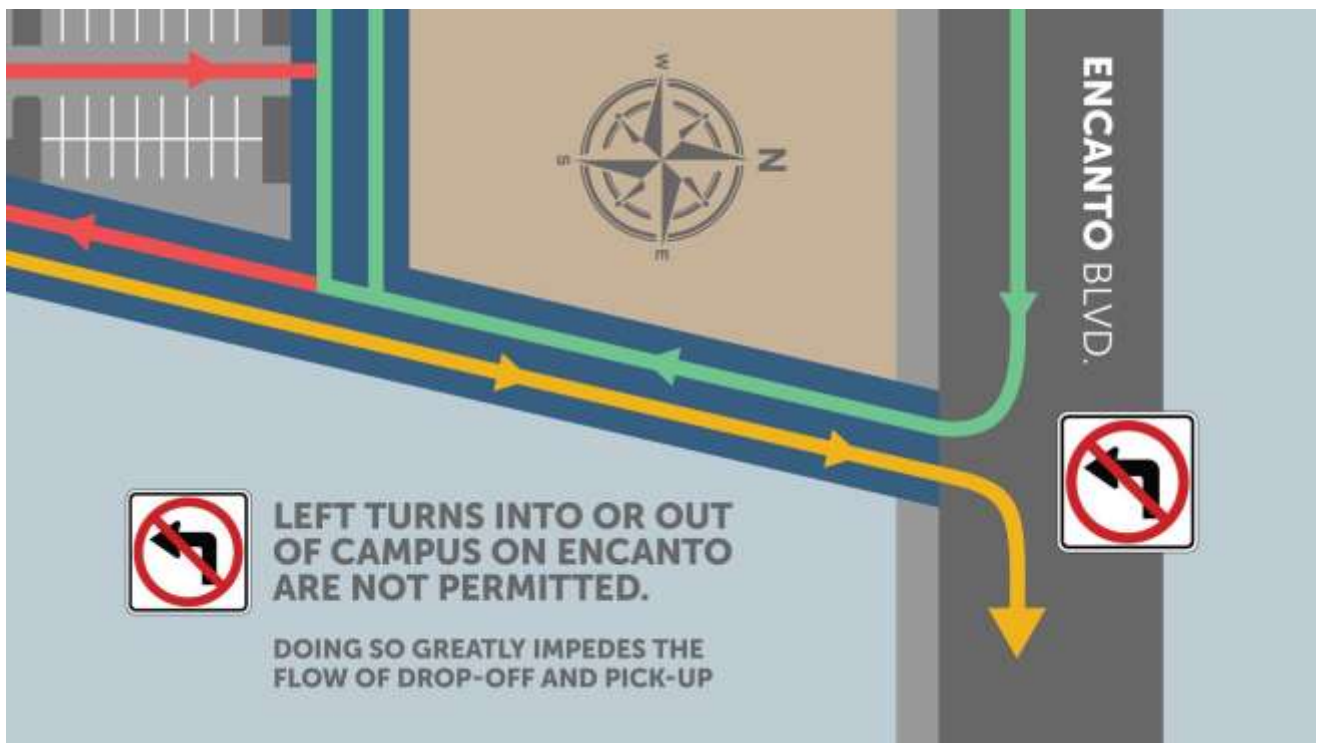
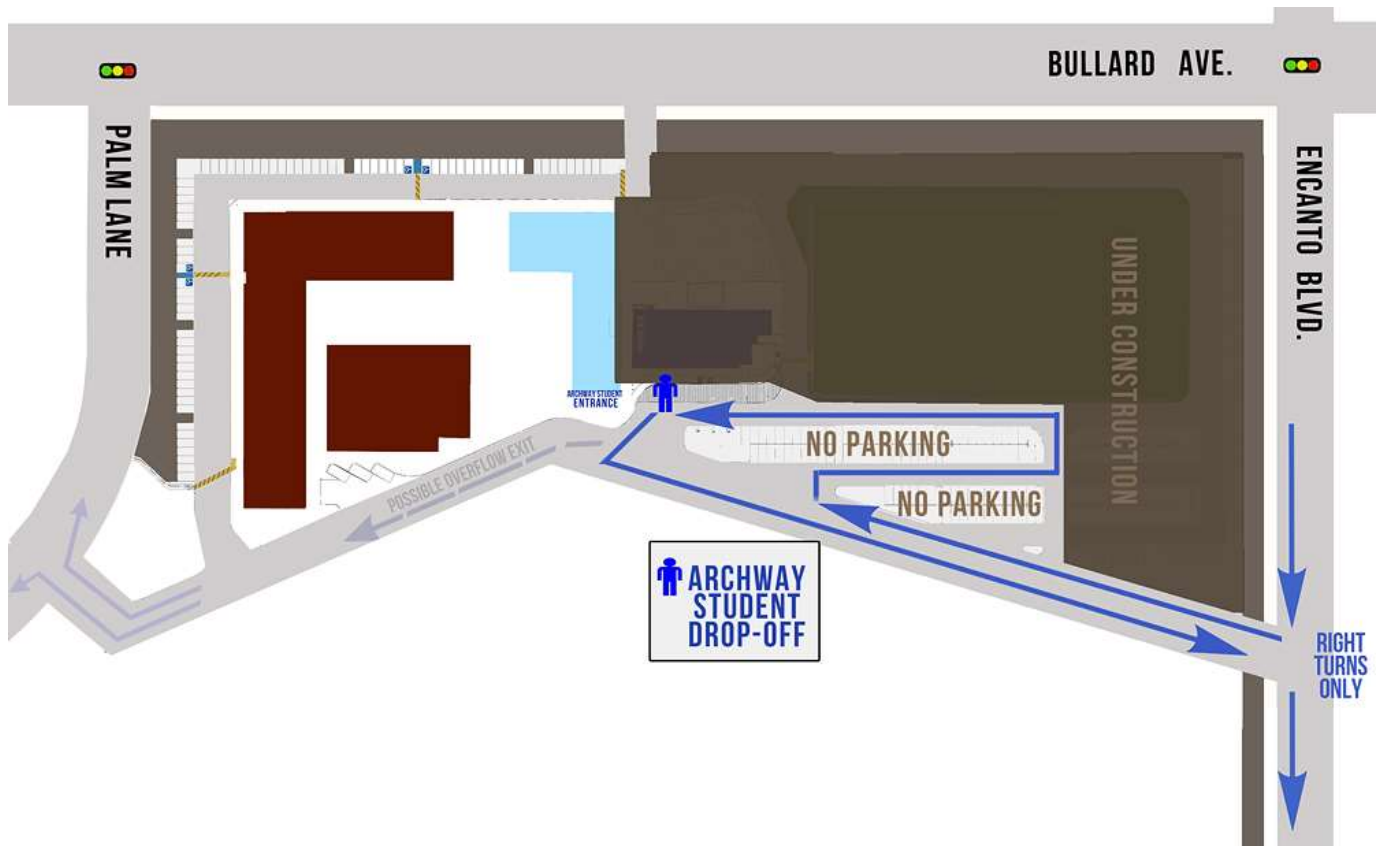
To ensure a safe and speedy drop-off and pick-up of ALL students, once cars enter campus from Encanto Blvd., they will proceed in a single lane that flows through the parking lot beginning to the south, then turning north, and then again to the south, following the fencing along the field. To ensure continuous traffic flow, there is NO PARENT PARKING in the north parking lot during drop-off/pick-up. When cars arrive at the Archway Drop-off/Pick-up Zone, parents will be directed by ATW staff when it is time for students to exit the vehicle.

Parents in the Drop-off/Pick-up Zone must remain in their vehicle. Faculty will assist students exiting or entering vehicles. Cars will exit by turning left from the Drop-off/Pick-up Zone and forming a single lane to exit onto Encanto Blvd. to the East, by right turn only. Some traffic may be directed to exit via the road behind the gymnasium and onto Palm Lane, if needed.

Trivium Prep 6th-12th grade students arriving with Archway siblings should exit the vehicle in the Archway Drop-off/Pick-up Zone and follow the sidewalk along the east side of campus toward the Trivium Prep Student Entrance.

To further support the understanding of the new traffic flow for drop-off and pick-up, please reference the maps below.

Temporary Traffic Flow Map for Archway Student Drop-Off/Pick-up:



PURPLE Card Pick-up Procedure:

During pick-up, drivers must display their PURPLE pick-up card(s) on the dashboard with the number clearly visible to staff members. 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 you are picking up Prep students along with Archway scholars, please instruct them to be waiting on the sidewalk of the Archway Pick-up Zone immediately after school dismissal, ready to load into your vehicle. If a 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.

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 student to the front office. A late pass will be issued to the student 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).

At this time, there is no option for parents to park/walk their students to the Archway entrance.

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

Morning Arrival Times/Locations

All ATW Traffic will enter/exit campus from Encanto Blvd.

- 7:00-7:20 a.m.:
 - ONLY students (K-5) enrolled in “Early Drop-Off Club” may enter campus at the MPR Entrance
- 7:20-7:45 a.m.:
 - Drop off for all ATW students at MPR Entrance.
 - Students arriving to campus without an adult must have appropriate waiver on file (see above).
- 7:20-7:45 a.m.:
 - Drop off for ATW students with Prep students present at the 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 a.m.:
 - Archway MPR Entrance doors are locked. Parent must sign-in student at Archway Front

Office.

- Parents arriving after this time must enter campus via northbound Bullard Ave, park in visitor parking, and walk their 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
- Students leaving campus without an adult accompanied by a Prep student (Walking, biking, or riding with a Prep student driver). Students walking/biking must leave campus directly and may NOT meet a parent on campus.
- Any Archway student leaving campus without an adult 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 student 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 Procedure.

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

Authorized adults/students arriving to campus without a PURPLE pick-up card must request a temporary pick-up pass from the Front Office. Adults without a PURPLE pick-up card must enter campus via northbound Bullard Ave, park in visitor parking, and walk 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

- ONLY ATW K-5 students (M/T/Th/F: 3:00-3:30 p.m., Weds: 1:25-1:50 p.m. and Half Days: 11:50 AM-12:15 p.m.)
 - By Car: Archway Pick-up Zone
 - By Walk-up: There is no walk-up option at this time.
- ATW Half Day Kinder students (M-F: 11:50-11:55 a.m. (On K-5 Half Days, Half Day Kinder dismissal will follow regular pick-up procedures from the MPR using collection of PURPLE pick up cards. Parents should remain in their vehicles for student pickup.
 - By Car: Archway Pick-up Zone. On K-5 Half Days, use pick-up locations above for "ONLY ATW K-5 students"
- ATW K-5 and TVP 6th-12th grade students (M/T/Th/F: 3:00-3:30 p.m., Weds: 1:25-1:50 p.m., and Half Days: 11:50 AM-12:15 PM)
 - By Car: Archway Pick-up Zone

- By Walk-up: There is no walk-up option at this time.
- Prep 6th-8th 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 Archway Walker Pass Waiver, if applicable.
- When a waiver is approved, detailed instructions for the student leaving campus will be given to the parent or authorized adult.
- 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 Procedure.

“Who is leaving campus without a parent/adult?”

- ONLY ATW 1st-5th students (no older siblings)
 - Walking Pass Waiver submitted/approved by Front Office (lives w/in 2-mile radius).
 - 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.
- ONLY ATW K-5th and TVP 6th-8th grade students (no high school students)
 - Prep 6th-8th student must pick up ATW students before 3:05pm (Wed: 1:35pm, Half Day: 12:05pm) by presenting their PURPLE pick-up card at the Archway entrance near the outdoor basketball court. Students will be directed to leave campus immediately following sidewalks/crosswalks to Bullard Ave. Students may not meet a parent parked on campus.
- ATW K-5th and TVP 9th-12th grade students (may or may not also include Prep 6th-8th students)
 - Prep 9th-12th grade student must pick up ATW student by presenting their PURPLE pick-up card at the Archway entrance near the outdoor basketball court at 3:05 pm (Wed: 1:45pm, 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.