

## TRAFFIC FLOW FOR DROP-OFF AND PICK-UP

The safety of our students and staff is our top priority and we thank you for partnering with us to make student drop-off and pick-up safe and efficient. Families should review the traffic flow procedures and maps before the first day of school, to help ensure the safety of our students and optimal flow of traffic. We ask that all families adhere to scheduled drop-off/pick-up times and procedures.

### Morning Drop-Off Procedures:

- **During Morning Drop-off, drivers transporting Archway Trivium students (or both Archway and Prep students) must enter campus from eastbound Encanto Blvd.** At this entrance, one lane is dedicated for entry and one lane is dedicated for exit. During school drop-off/pick-up hours, there is no left turn entry from westbound Encanto Blvd onto the school grounds.
- After entering campus, vehicles will immediately turn right forming two lanes. At the field, both lanes will turn right and circle the athletic field until reaching the stop sign where faculty on duty will guide traffic to the appropriate morning drop-off zones.
- When directed by faculty, the RIGHT lane will proceed forward into the OUTER LANE drop-off zone (along the eastside of the building) where students will exit the vehicle from the passenger side and proceed to enter the school from the east gate/MPR.
- When directed by faculty, the LEFT lane of vehicles will pull forward to fill the INNER LANE drop-off zone (along the northside of the building) where students will be directed to exit the vehicle from the passenger side and proceed to enter the school building from the north doors.
- **Parents in the drop-off zone must remain in their vehicle.** Faculty will assist students exiting their vehicles, however, faculty are not allowed to assist students with car seats, so parents are highly encouraged to practice prior to the start of the year so that students are able to do that independently. Faculty will be opening doors and unloading students from the passenger side. **There is no parent walk-up allowed during student drop-off or pick-up.**
- When the drop-off zone is clear of students, faculty will direct vehicles to make a U-turn to form a single northbound lane to exit campus via Encanto Blvd. Vehicles leaving campus to the north may only exit to the east on Encanto Blvd (by right turn only). Some vehicles may be directed to exit campus by continuing south to Palm Lane.

To further support the understanding of the new traffic flow for morning drop-off, please reference the map below.

### Morning Drop-off Times:

- 7:00-7:20 AM: Only K-5 students enrolled in Early Drop-off Club may enter campus at the MPR Entrance. For more information and to register, visit the [Extracurriculars page](#) on our website.
- 7:20- 7:47 AM (Doors will be unlocked to receive students no earlier than 7:20. Doors will be locked at 7:47 AM each day.)
- Archway drop-off ends promptly at 7:47 AM. Parents arriving after this time must park and walk their student into the front office for late check-in. Instruction begins at 7:50 AM each day. Students must be unpacked, in their seats and ready for learning by this time.

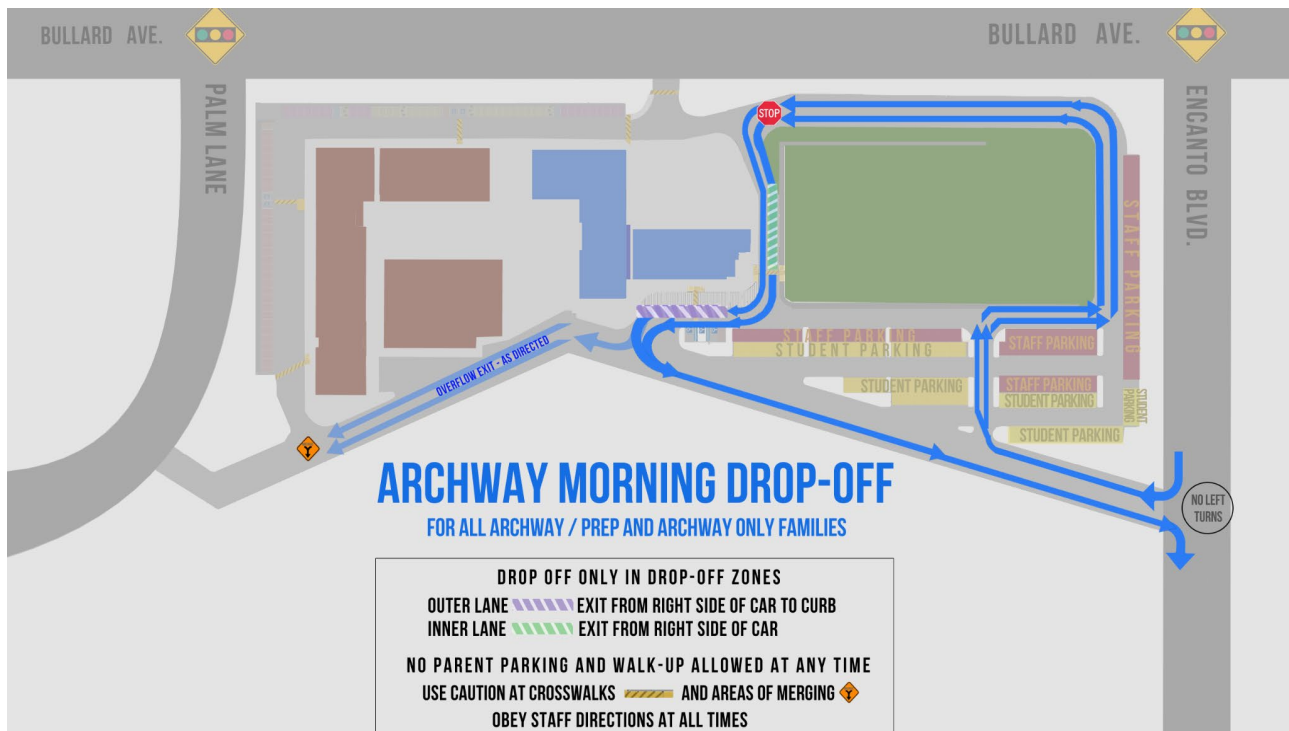
**Trivium Prep 6th-12th Grade Students** - Prep students arriving with Archway siblings will exit the vehicle in the Archway drop-off zone and follow the sidewalk along the east side of campus toward the Trivium Prep Student Entrance near the gym. **Archway students may NOT be dropped off in the Prep**

**traffic flow lanes.** Any Archway students exiting vehicles on the Prep side will be asked to return to their vehicle to enter the Archway morning drop-off traffic flow from Encanto Blvd.

**Prep Student Drivers** - Prep student drivers with an Archway sibling will park in their assigned parking spot and will walk their Archway sibling to one of the designated school entrances. Once their sibling has been dropped off, Prep students will then walk along the east side of campus to the Prep student entrance gate near the gym.

**Walkers and Cyclists** - Students arriving to campus without an authorized adult or Prep scholar must have an [Archway Walker Pass Waiver](#) on file with the front office. Additional details relevant to these students are included in the waiver. These students will use the crosswalk on Bullard Ave to enter campus. A faculty member will walk students across the crosswalks and onto campus.

### Morning Drop-Off Traffic Flow



### Afternoon Pick-up Procedures:

During Afternoon Pick-up, there are several scenarios for picking up 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.

### General Reminders:

- Parents in the pick-up zone must remain in their vehicle. Faculty will assist students loading into vehicles, however, faculty are not allowed to assist students with car seats, so parents are highly encouraged to practice prior to the start of the year so that students are able to do that independently. There is no parent walk-up allowed during student drop-off or pick-up.

- An authorized individual (adult or Prep student) MUST have a PINK or YELLOW pick-up card in order to pick up Archway students during dismissal. PINK cards are for families picking up Prep AND Archway students in the Archway pick-up zone. YELLOW cards are for families picking up ONLY Archway students.
- Authorized adults/students arriving to campus without a PINK or YELLOW pick-up card must request a temporary pick-up pass from the Front Office.
  - Adults without a pick-up card must park in visitor parking and proceed to the Front Office and present a valid ID to be issued a temporary pick-up pass.
  - Prep students who have misplaced their PINK pick-up card will be issued a one-time only temporary pass by the Front Office one time as a courtesy. Should they arrive without a pick-up card a time, second time, they will be instructed to contact an authorized adult to pick up the Archway student. Additional pick-up cards may be purchased from the Front Office for \$1.
- The safety of students and staff is our top priority. Drivers must follow staff directions and should not be using their cell phones when traffic is moving. Stay alert and pull forward to avoid leaving large gaps between vehicles to prevent traffic from backing up onto city streets.

#### **Dismissal/Pick-up Times:**

Monday/Tuesday/Thursday/Friday: 3:00-3:30 PM

Wednesday: 1:25-1:50 PM

Half Days: 11:50 AM-12:15 PM

Half Day Kindergarten: Monday-Friday, 11:50-11:55 AM

#### **Afternoon Pick-up Options:**

**Please read through the following options to determine which scenario best applies to your family.**

To further support the understanding of the traffic flow for afternoon pick-up, please reference the maps below.

- 1. Archway-AND-Prep Student Drive-through Pick-up (PINK pick-up card)**
- 2. Archway-ONLY Student Drive-through Pick-up (YELLOW pick-up card)**
- 3. Archway Students leaving campus with Prep Student Driver with On-campus Parking Permit**
- 4. Archway Students leaving campus with Prep student and walking/biking directly off campus**
- 5. Archway Students Walking/Biking off-campus without an adult/Prep student ([Archway Walker Waiver](#) required)**

#### **1. Archway-AND-Prep Student Drive-through Pick-up (PINK pick-up card)**

- **If a parent is picking up BOTH Archway and Prep students, they must use the drive-through on the Archway side, entering campus from eastbound Encanto Blvd.** At this entrance, one lane is dedicated for entry and one lane is dedicated for exit. During school drop-off/pick-up hours, there is no left turn entry from westbound Encanto Blvd onto the school grounds.
- After entering campus, all vehicles will immediately turn right to enter the Archway traffic flow.
- **Drivers picking up both Prep/Archway students must have their PINK pick-up card clearly displayed on the dashboard when entering the Archway traffic flow.**
- Drivers picking up both Prep/Archway, should stay in the right lane and turn right through the staff parking lot (before reaching the field) to form the OUTER lane of traffic that circles the

athletic field, proceeding to the stop sign where faculty will guide traffic to the appropriate pick-up zone.

- When directed by faculty, the right lane will proceed forward into the OUTER LANE pick-up zone (along the eastside of the building between the gym and the flagpole) where students will load the vehicle from the passenger side. Prep students should be waiting on the curb, ready to load into your vehicle. **If you are picking up Trivium Prep middle school students on Mon/Tues/Thurs/Fri, please do not arrive to campus before 3:15pm to allow them time to reach the pick-up zone.** If middle school students do not arrive at the pick-up zone in a timely manner, parents will be asked to exit the Archway pick-up zone. Please review these procedures with your Prep student in advance so they will know what to expect and where to meet you.
- **Parents in the drop-off zone must remain in their vehicle.** Faculty will assist students loading into vehicles.
- **Exiting Campus After Pick-up:** When the drop-off zone is clear of students, faculty will direct vehicles to make a U-turn to form a single northbound lane to exit campus via Encanto Blvd. Vehicles leaving campus to the north may only exit to the east on Encanto Blvd (by right turn only). Some vehicles may be directed to exit campus by continuing south to Palm Lane.

## 2. Archway-ONLY Student Drive-through Pick-up (YELLOW pick-up card)

- **Drivers must enter campus from eastbound Encanto Blvd.** At this entrance, one lane is dedicated for entry and one lane is dedicated for exit. During school drop-off/pick-up hours, there is no left turn entry from westbound Encanto Blvd onto the school grounds.
- After entering campus, all vehicles will immediately turn right to enter the Archway traffic flow.
- **Drivers picking up ONLY Archway students must have their YELLOW pick-up card clearly displayed on the dashboard when entering the Archway traffic flow.**
- When directed by faculty, the RIGHT and MIDDLE LANES will merge into a SINGLE LANE pick-up zone (along the northside of the Archway campus) where students will load the vehicle from the RIGHT SIDE the of cars.
- **Parents in the drop-off zone must remain in their vehicle.** Faculty will assist students loading into vehicles but cannot assist in students being buckled.
- **Exiting Campus After Pick-up:** When the drop-off zone is clear of students, faculty will direct vehicles to make a U-turn to form a single northbound lane to exit campus via Encanto Blvd. or to proceed forward to exit on Palm Ln. Vehicles leaving campus to the north may only exit to the east on Encanto Blvd (by right turn only).

\*\*At 3:00 PM, an additional pick-up zone will open for Archway-ONLY families with a YELLOW pick-up card. When directed by faculty, some vehicles will be directed to turn left when approaching the field to form a DOUBLE LANE pick-up zone along the east side of the field. Cars who are carpooling will receive priority for using these lanes, which will be evident by displaying more than one YELLOW pick-up card with differing ID numbers. These cars will follow the procedure described above to exit the campus after student pick-up.

## 3. Archway Students leaving campus with a Prep Student Driver with an on-campus parking permit

Prep student drivers parked on-campus should pick up their Archway siblings in the student walk-up line (located on-campus at the Archway door near the basketball court) by showing their PINK Pick-up Card and will exit through the east gate near the gym. They should use sidewalk/crosswalks to reach the parking lot. They will exit campus as directed by faculty, following the Trivium Prep Student Driver Traffic Flow procedures.

4. **Archway Students leaving campus with Prep student and walking/biking directly off campus**  
 Prep students leaving campus without an adult may pick up Archway students in the student walk-up line (located on-campus at the Archway door near the basketball court) by showing their PINK Pick-up Card. Students will exit through the west basketball court gate to proceed directly off-campus. These students should follow sidewalks/crosswalks to exit campus and **MAY NOT** be picked up in the Prep Traffic Flow lanes.
  
5. **Archway Students Walking/Biking off-campus without an adult/Prep student (Archway Walker Waiver required)**  
 Students in 1st-5th grade must live within 2 miles of the school to walk home without a Prep student/adult. Kindergarten students may not leave campus without an authorized adult. Parents must complete an Archway Walker Waiver in order for their Archway student to be dismissed to walk home after school.

**Afternoon Pick-up Traffic Flow Map**

