



Traffic and Parking Lot Duty Overview

Parents/guardians must sign up for four shifts per child during morning drop off and afternoon pick up times, and three shifts for each additional child. Sign-ups for parking lot duty are communicated to parents/guardians prior to the first day of school. If parents/guardians are unable to fulfill a shift they have signed up for, it is their responsibility to find a substitute or arrange a shift swap with another parent/guardian. The fine for a missed or unfulfilled shift is \$25 per shift. Traffic Duty is coordinated by the Parents Club Board Traffic Coordinator.

Traffic Guidelines

- Morning Drop Off Shift - 7:45 A.M. - 8:15 A.M.
- Afternoon Pick Up Shift - 3:05 P.M. - 3:25 P.M.
- Afternoon Pick Up Shift for Wednesdays - 2:05 P.M. - 2:25 P.M.
- Minimum Day Pick Up - 12:05 P.M. - 12:25 P.M.

Traffic Duty Check-in

Please sign by your name in the traffic binder located in the traffic supplies storage area at the south end of the school building near the outside door closest to the science lab. You will **NOT** get credit for your shift if the binder is not signed.

Traffic Duty Role

The parent role for traffic is an active one. Parents are to direct students, students on traffic duty, and drivers. *Please no socializing while doing your traffic shift.* Please note there is restricted visibility by cars pulling in and out. Please assist the drivers who may not be able to see pedestrians or other cars.

Traffic Vests and Masking

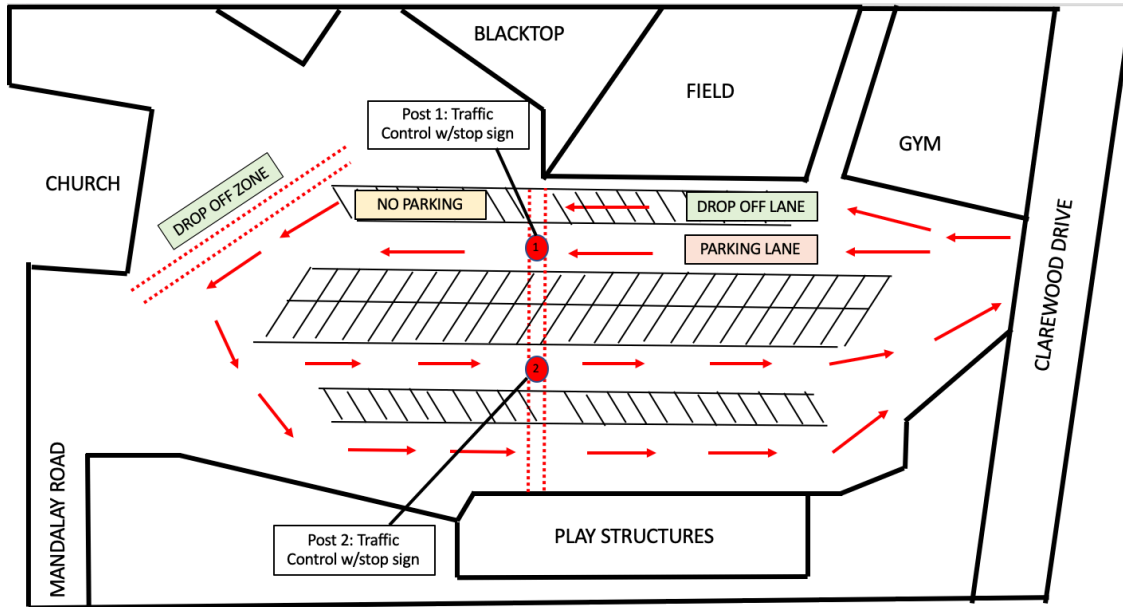
Traffic vests should be worn and are available in the traffic supplies storage area at the south end of the school building near the outside door closest to the science lab. Please use the provided hangers. During the 2021-2022 school year, all on-campus volunteers must wear face coverings while on campus, including the parking lot.

Drivers:

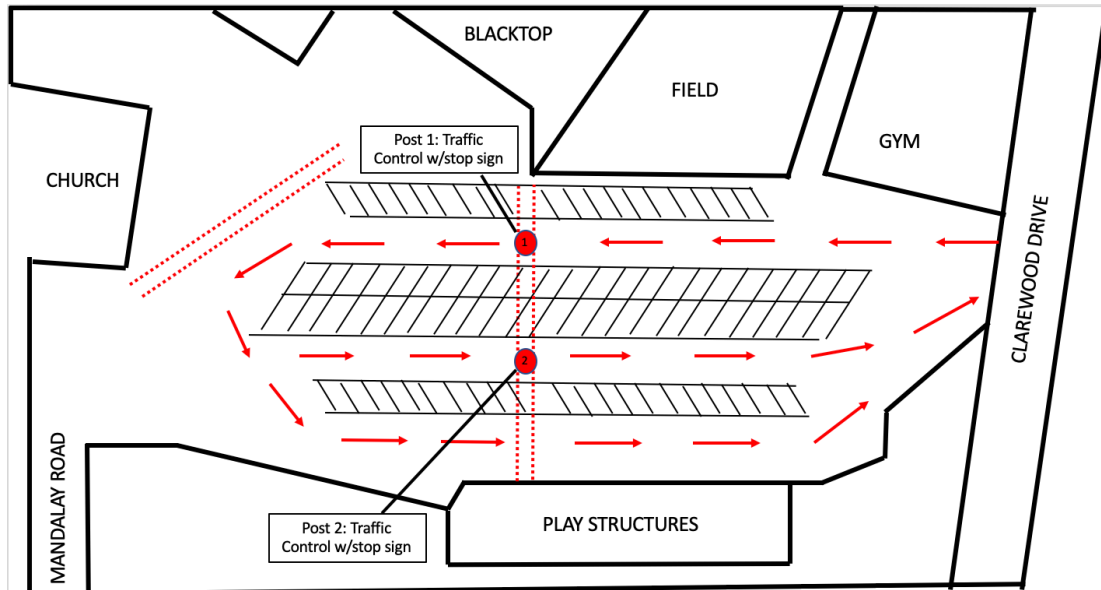
- Drive slowly through the parking lot, and be courteous to other drivers
- Please **DO NOT** talk/text on your phone while driving through the parking lot, even if you are using a hands-free device.



Drop Off Traffic Patterns and Posts:



MORNING TRAFFIC DUTY POSTS



AFTERNOON TRAFFIC DUTY POSTS

As a reminder to everyone's safety, please **SLOW DOWN** on Mandalay Road!

Thank you for helping to keep our kids safe.