

St. Albans Drop-off and Pickup Driving Procedures

Please carefully observe the following morning drop-off and afternoon pickup procedures that are in place for your safety and the safety of our students and your passengers:

ALL drivers are expected to go through the drive-through circle when dropping off or picking up children.

- When dropping off or picking up passengers, drive slowly into the driveway and continue around the drive circle, staying close to the right-hand curb.
- Do not stop at the oak tree or anywhere else on the circle if there are spaces in front of you. Always move your vehicle to the most forward position on the drive circle so that the cars behind you can follow suit, thereby allowing a greater number of vehicles to drop off or pick up passengers. Children must always exit and enter vehicles on the curbside.
- It is very troublesome to have the drivers of one or two cars stop at the first opportunity they have when arriving at the oak tree rather than continuing around the circle. Vehicles then become backed up, causing a major stoppage in the flow of traffic on Vernon Street and in our driveway.
- If you are a **CARPOOL (4 or more St. Albans students)**, please park in the designated carpool parking places in the parking lot. Do not go through the circle driveline because it takes too much time to unload or load that many passengers. Carpool window placards will be issued once the carpools are determined.
- Do not park and leave your car in a carpool space before school starts or after 2:45 p.m. These spaces need to remain free for morning drop-off and afternoon pick-up.
- Do not park your car in the designated handicap spaces unless you have a designated handicap permit.
- Carpool drivers must walk children to and from the vehicle during morning drop off or afternoon pickup.
- Use of hand held cell phones, according to state law, is prohibited while driving, and this includes our drop-off and pickup circle.
- Drivers that are not transporting **4 or more St. Albans students** must **not** park in the designated carpool parking places in the morning or at afternoon dismissal. During the school day, vehicles may be parked in carpool spaces if other spots are not available and if it is not close to drop off and pickup times.
- Children must wait on the *sidewalk* around the drive circle for their rides. *They are not allowed to wait in front of or inside of Taber Center unless they are a rider in a carpool.*
- Parents of prekindergarten or kindergarten children, who wish to walk their child to class in the morning or pick up a child at the classroom, must park in designated parking spots. Never leave an unattended vehicle parked in the circle during drop-off and pickup times.
- If you have a before-school or after-school appointment with a teacher, have business in the office, or are picking up a child at day care, always park in a parking spot.
- When cars are in the circle and you are in the circle line after your passengers have been dropped off or picked up, you may proceed slowly and carefully and pull out around a vehicle that is stopped. Continue slowly down the driveway to Vernon Street.
- Always be extremely watchful and careful when you enter St. Albans property, and be especially careful when you pull out around another vehicle.
- Be mindful of our neighbors when driving on Vernon Street. In the morning there are children waiting at bus stops, some crossing the street, and it's important that our parents drive slowly, carefully, and are also mindful of cars backing out of driveways.