



TRAFFIC GUIDE & CARPOOL INSTRUCTIONS

2021 - 2022

Please read the following instructions **carefully**, and share them with anyone who transports your child to or from school. The safety of your children is paramount.

With care, cooperation, and planning, students and cars can co-exist safely.

Please be on time for both drop-off and pick-up.

Drop-off and pick-up take place in designated, adult-supervised areas only. Therefore no student should be dropped off or picked up at any parking areas.

When multi-family carpools are necessary, **face masks must be worn by all** for the duration of the time in the car.

Attached is an updated map of traffic patterns.

MORNING DROP-OFF ★ 7:50am - 8:10am ★ Class begins @ 8:10am

DROP-OFF LOCATIONS



Drivers with students in multiple grade levels should drop off **ALL STUDENTS at the youngest child's location**. The older students may escort their younger siblings to their buildings.

MAIN CIRCLE IN FRONT OF SCHOOL (Heavens to Betsy Blvd.)

Eaglets, JrK, K,
1st, 2nd, 3rd

Blue on map

FARMHOUSE DRIVEWAY

(Enter from Julius St.
via Monticello)

4th, 5th (No Triad)

Green on map

Exit RIGHT onto Reynolda Rd.
No Left turn.

ATHLETIC CENTER CIRCLE DRIVEWAY

6th, 7th, 8th, 9th

Pink on map

ASHBURTON CIRCLE CIRCLE DRIVEWAY

4th, 5th Triad

Orange on map



Students may **NOT** cross traffic lanes alone.
Students may **NOT** be dropped off in a parking lot.



DROP-OFF PROCEDURES

- ★ If you arrive early, pull forward as far as possible and wait until traffic guides alert you to open doors.
- ★ Make only **one stop**. All students should exit the vehicle at the same time.
- ★ Follow the guidance of all the traffic supervisors at your designated location.
- ★ Please have your student ready to exit the car. **A child is ready to exit the vehicle when:**



**MASK ON
OR IN HAND**



SHOES ON



**COATS ON
OR IN HAND**



**BAGS ON
OR IN HAND**

- ★ For the **MAIN CIRCLE**: **Right** lane is for carpool drop-off. **Left** lane is for exiting campus and moving around cars needing extra time (when there is space ahead in the right lane).
- ★ For **FARMHOUSE** and **ASHBURTON CIRCLE**: Summit is supported by so many, including our neighbors. We ask that you respect them by **using Monticello Drive only**. Please do **NOT** block any driveways or intersections during these times. This is a residential area, and all posted speed limits are 25 mph.
- ★ Please use **turn signals**. This helps traffic supervisors and other drivers know your intentions.
- ★ Students should exit your vehicle on the side closest to the sidewalk/safe zone. This is usually the passenger side.

AFTERNOON PICK-UP ★ Please arrive no more than 10 MINUTES before your pick-up time

PICK-UP LOCATIONS



EAGLETS
12:30pm

MAIN CIRCLE
IN FRONT OF SCHOOL
(Heavens to Betsy Blvd.)

JrK & KINDERGARTEN
1:30pm

MAIN CIRCLE
IN FRONT OF SCHOOL
(Heavens to Betsy Blvd.)

1ST, 2ND, 3RD
3:00pm

MAIN CIRCLE
IN FRONT OF SCHOOL
(Heavens to Betsy Blvd.)

4TH, 5TH (No Triad)
3:00pm

FARMHOUSE DRIVEWAY
(Enter from Julius St.
via Monticello)

4TH, 5TH TRIAD
3:00pm

ASHBURTON
(Enter from Ashburton
Ln. via Monticello)

ALL UPPER SCHOOL
3:30pm

MAIN CIRCLE
IN FRONT OF SCHOOL
(Heavens to Betsy Blvd.)

UPPER SCHOOL SPORTS | 5:00pm: Designated by sport. Coach will have details.

AFTERSCHOOL PROGRAM PICK-UP

MAIN CIRCLE
IN FRONT OF SCHOOL
(Heavens to Betsy Blvd.)

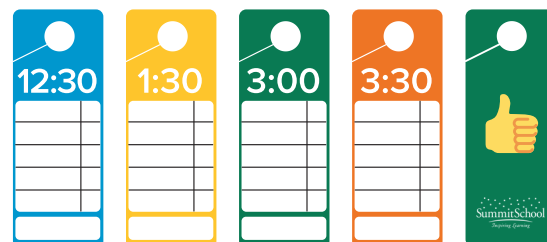
3:00PM

3:30PM

- ★ Any student being picked up outside of these regular carpool times will also use the **MAIN CIRCLE** in front of school. Contact the Director of Afterschool Wendy Rice at **336-722-2127**. Once called, she will notify the teacher with your student. The student will check out with Ms. Rice and then meet your car in the driveway.

PICK-UP PROCEDURES

- ★ This year we are implementing a new **Carpool Placard system**. During Open House you will receive a placard that you'll display on your **rearview mirror** during carpool.
- ★ There is a version for 12:30, 1:30, 3:00, and 3:30 carpools.
- ★ Write **student(s) first names** on the left-hand side and corresponding **grade level** on the right-hand side. Your **family's last name** should be written on the bottom of the tag.
- ★ Teachers will use this information to call for students during carpool.
- ★ Once your car is loaded, please turn the tag over to show the thumbs-up icon which will expedite the release of the ferry.



PICK-UP PROCEDURES CONTINUED

- ★ We use a “**ferry boat**” system at pick-up times and locations to load children safely.
- ★ Families with children in multiple grade levels will pick up **ALL students at the youngest child's location**.
- ★ Pull your car forward in both lanes to load. Turn off engines when the “Cut Engines” sign is raised.
- ★ Once all classes are present, and engines are off, the ferry will close, and students will be called to their cars.
- ★ Lots 1 and 2 (see map on page 5) will close while students are loading and reopen when the next ferry line is pulling in.
- ★ **Load and secure your child as quickly as possible**. Linger to chat is **NOT** allowed during carpool for the safety of everyone. Drivers with young children may exit their vehicle to help with buckling.
- ★ Once all cars are loaded, traffic staff will signal “Start Engines” and you may leave campus.
- ★ Cars waiting behind the first ferry will be guided to pull forward to create another ferry.
- ★ Do **NOT** stay in the ferry line if your student is not ready. Drive through the line again. Picking up in the parking lot is **NOT** allowed.

SAFETY REMINDERS

- ★ Do **NOT** drop off or pick up children from the parking lot.
- ★ The speed limit on campus is **SLOW**.
- ★ Cell phones should **NOT** be used while driving on campus, including departure.
- ★ Follow the directions of traffic guides at all times. They help keep your children safe and keep traffic moving efficiently.
- ★ There is **NO** parking on streets around campus.
- ★ **NEVER** leave your car unattended in a Summit driveway.
- ★ Talking on the phone, juggling coffee cups, etc. can be a dangerous distraction. Please pay close attention to the task at hand.
- ★ Ken Way Drive is a two-way street. Do **NOT** pass or leapfrog. Watch for pedestrians crossing.



WALKING/BIKE RIDERS

- ★ Upper school students have the option of walking/biking to and from school. Each school year the following information **MUST** be sent to [Doug Johnson](#) (Manager of Campus Safety & Security).



**SCHOOL
YEAR DATE**



**STUDENT
NAME**



**PARENT
NAME**



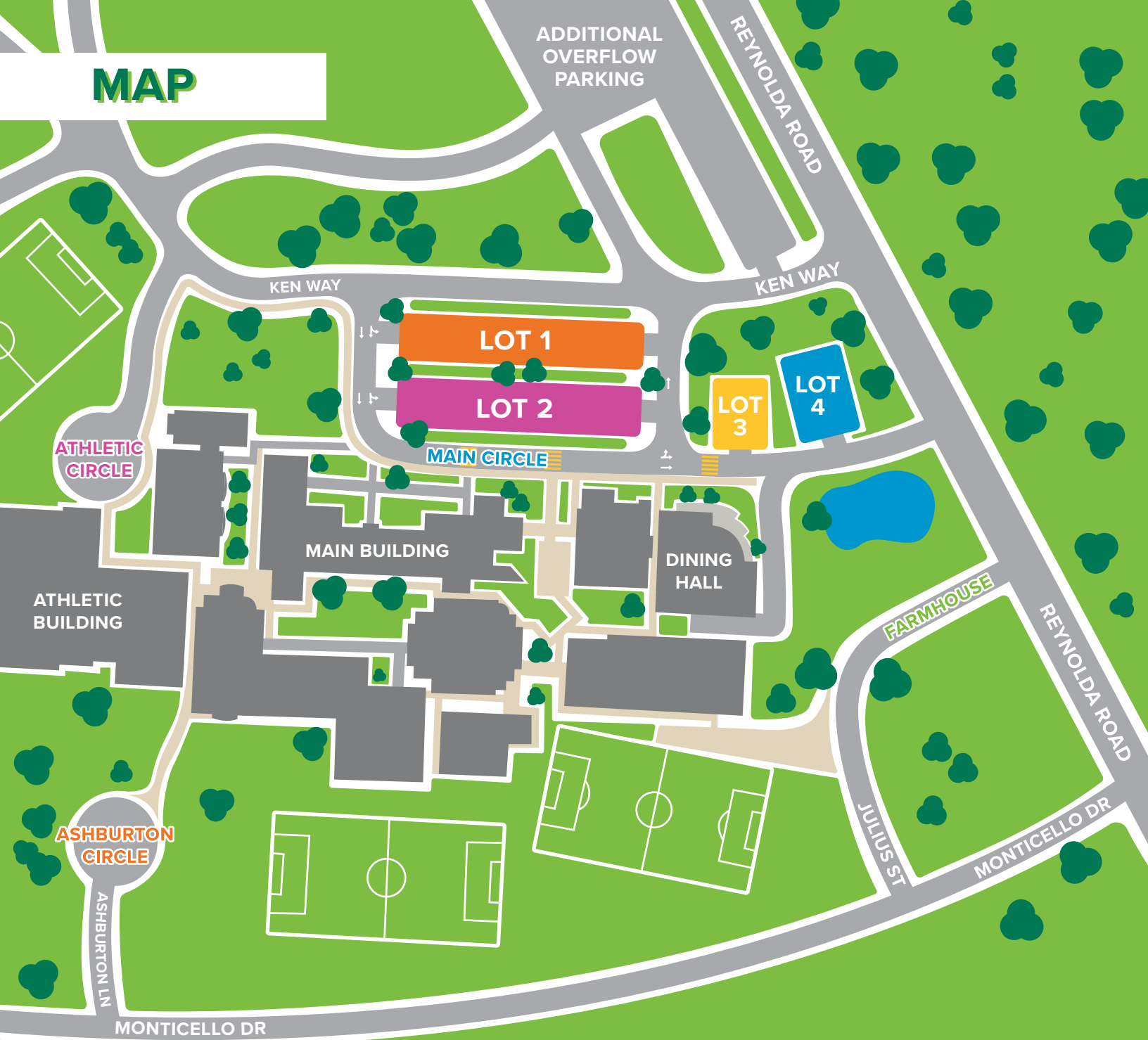
**HOUSEHOLD
ADDRESS**



**GRADE &
ADVISOR**

- ★ Parents must give permission to the school allowing your student to travel alone to and from school.

MAP



LOT 1 BOTTOM LOT

Visitor, parent,
staff parking



LOT 2 TOP LOT

Admission/general
visitor, parent
parking



LOT 3 1ST LOT NEAR DINING HALL

Primarily staff
parking



LOT 4 2ND LOT NEAR DINING HALL

Staff, overflow
parking



- ★ Parents and/or guardians must drop off and pick up students **OUTSIDE** of the school buildings.
- ★ In cases where parents must enter the building for a medical emergency, required meeting with a division director, or other reason deemed appropriate, parents must **use marked entrances and exits** to the building and limit their time.

EARLY PICK-UP & DROP-OFF

PICKING UP STUDENTS DURING THE SCHOOL DAY

- ★ If a parent has to pick up a child early, notify the homeroom teacher/advisor ahead of time.
- ★ When you are on your way, call the Main Office at **336-722-2777** and let the Greeter know you will be arriving soon. We will then call for the student to come to the Main Office.
- ★ Park in the driveway near the Main Office, unless it's close to a dismissal time (12:30, 1:30, 3:00, 3:30).
 - ★ If it's close to a dismissal time, use the parking lot.
- ★ Get out of your car and ring the doorbell at the Main Office.
- ★ We will escort your child to the door to meet you.
- ★ The Greeter will sign your child out for you.

DROPPING OFF STUDENTS DURING THE SCHOOL DAY

- ★ Park in the driveway near the Main Office, unless it's close to a dismissal time (12:30, 1:30, 3:00, 3:30).
 - ★ If it's close to a dismissal time, use the parking lot.
- ★ Escort your child to the Main Office and ring the doorbell. If your child is old enough, he/she can do it on their own.
- ★ The Greeter will meet your child at the door and let them in.
- ★ We will sign the child in and make sure they know where to join their class.

DROPPING OFF ITEMS DURING THE SCHOOL DAY

- ★ Bringing forgotten homework, projects, and other items should be avoided.
- ★ Exceptions:
 - ★ Change of clothes if a child has had a bathroom or similar accident
 - ★ Emergency medication
- ★ Come to the Main Office and ring the doorbell.
- ★ Our Greeter will reply or meet you.



THANK YOU FOR YOUR COOPERATION!