

## Car Line, Late Arrivals, and Early Departures

### Morning and Afternoon Car Line - General Information

Cars transporting students to and from school and dropping off between 7:00 a.m. and 8:00 a.m. or picking up between 2:45 p.m. and 6:00 p.m. should always use the southwest Oak Road entrance (the one closest to the railroad tracks) and wind through the parking lot to their appropriate drop-off or pick-up zone.

Zone 1 for all Extended Day and K-2 students is located along the walkway in front of the gym building.

Zone 2 for grades 3-8 is on "Bluehawk Way" (the connector road from Oak Rd to Hedgerow).

- During the morning hours, cars should pull forward as far as possible making it possible for students to exit from many vehicles at a time.
- Students should exit their vehicles on the right hand (passenger) side when proceeding to the sidewalk area.
  - Cars may be passing on the left hand side, therefore, students should not exit their vehicles on the left (driver's) side.
- Allowing students to depart from vehicles in areas other than their specified zone to walk onto the campus is unsafe and should be avoided.
- Parents may choose to park in the parking lot and escort their children to the drop-off area or the building if they so desire, however, **for the security purposes, only the students should enter the buildings. Parents should say their goodbyes at the door.**

For afternoon pickup, the car line winds through the parking lot in the same manner as drop-off.

- Students may only enter cars at their designated loading area, where close supervision will be maintained.
- Students should enter their vehicles on the right hand (passenger) side when proceeding to the sidewalk area.
  - Cars may be passing on the left hand side, therefore, students should not enter their vehicles on the left (driver's) side.
- Students in Grades K-2 and their older siblings or those who carpool with them will load in Zone 1 by the gym walkway.
- Students in Grade 3-8 with no younger siblings or carpool companions will load on Bluehawk Way (Zone 2).

Please follow these simple rules to ascertain smooth and easy traffic flow:

- Bluehawk Way is **One-Way** only during normal drop-off and pick-up times.
- Campus speed limit is **10 miles per hour**.
- Entry for Parking or normal drop-off and pick-up is at the southwest entrance on Oak Road.
- No vehicles should enter via Hedgerow or Albion Ave. during normal drop-off and pick-up times.
- Follow the path designated on the map for the appropriate zone
- Keep right and pull forward as far as possible.
- Entry and Exit from vehicles should take place on the passenger side of the vehicle.
- Watch carefully for children.
- Use extreme caution when passing other vehicles.
- All vehicles must exit on Hedgerow Lane during normal drop-off and pick-up times.
- Parking on campus in areas marked as no parking zones or not set aside specifically for Bethany School parking is prohibited at all times.

## Step by Step Morning Drop-off Procedures

For Reference, the step numbers below match the stations marked on the map.

### 7:00 - 7:30 Morning Extended Day

1. All vehicles must enter the Oak Road Parking lot from the southwestern most entrance.
2. All vehicles must make an immediate right and proceed down the first row in the lot.
3. At the point where there is a split and cars can go straight or left, all Extended Day vehicles should go straight and park in an area near Zone 1.
4. Parents/Guardians must escort students who are going to morning Extended Day to the BAC breezeway where they will be greeted by a staff member on duty. The student may proceed through the breezeway to the main double doors of the Dining Hall next to the 1st/2nd grade wing. If there is nobody on duty, the Parent/Guardian must escort their child to the Dining Hall.

### 7:30 - 8:00 (do not drop off unless a staff member is on duty to supervise)

1. All vehicles must enter the Oak Road Parking lot from the southwestern most entrance.
2. All vehicles must make an immediate right and proceed down the first row in the lot.
3. At the point where there is a split and cars can either go straight or left, all K-2 vehicles should go straight. All 3-8 vehicles should turn left.
4. All K-2 vehicles will turn left to proceed towards the gym building
5. All K-2 vehicles will turn left to proceed to Zone 1 to drop off. Pull as far down along the driveway in front of the dining hall/gym/kickball field (from point 5 to point 7) as possible to drop off. All students should exit the vehicles on the right hand side as other vehicles will be passing on the left.
6. All 3-8 vehicles will turn left in front of the dining hall and proceed to Bluehawk Way using caution when passing the K-2 vehicles on the left.
7. All 3-8 vehicles will turn right at Bluehawk Way and proceed to Zone 2 using caution when crossing paths with K-2 vehicles. After dropping off students, all K-2 vehicles will turn right and proceed down Bluehawk Way crossing 3-8 vehicles and passing them on the left.
8. All 3-8 vehicles drop off. Pull down the driveway and unload as far down as the Gr 3-8 building unloading as many vehicles as possible from point 7 to point 8. All students should exit the vehicles on the right hand side as other vehicles will be passing on the left.
9. Use caution as K-2 and 3-8 vehicles merge into one lane to exit down Hedgerow Lane.

## Late Arrivals and Early Departures

If it is close to 8:00 a.m., and all staff members have left the drop-off zones, you must proceed to the Main Office (Pull down Bluehawk way to Hedgerow. Turn right on Albion. At the next stop sign, turn right again to stay on Albion, and proceed to the Albion Ave. entrance). Drop the child(ren) off at the office walkway and watch them enter the office to sign in. You do not need to park your car. They can sign themselves in, and the office will make sure they get where they need to go from there.

When students are leaving prior to the afternoon car line time (either for appointments from which they will return or if they are leaving for the day), they must be signed out at the office. The parent/guardian may pull in at the Albion Ave. entrance and park off to the side temporarily to enter the office to sign them out (students may sign themselves in, but a parent/guardian must sign them out).

After late drop-off, early pick-up or return midday from an appointment, the parent/guardian may proceed down the driveway past the office and exit on Albion Avenue near the Maintenance Building.

## 2:50 - 3:00 Afternoon Pick-up Procedures

Car line will begin to move once students reach the sidewalk areas at approximately 2:50. Those who arrive early may park in open parking spots or pull to the right side of the lanes to allow others to pass on the left.

Pick-up flow is identical to drop-off flow.

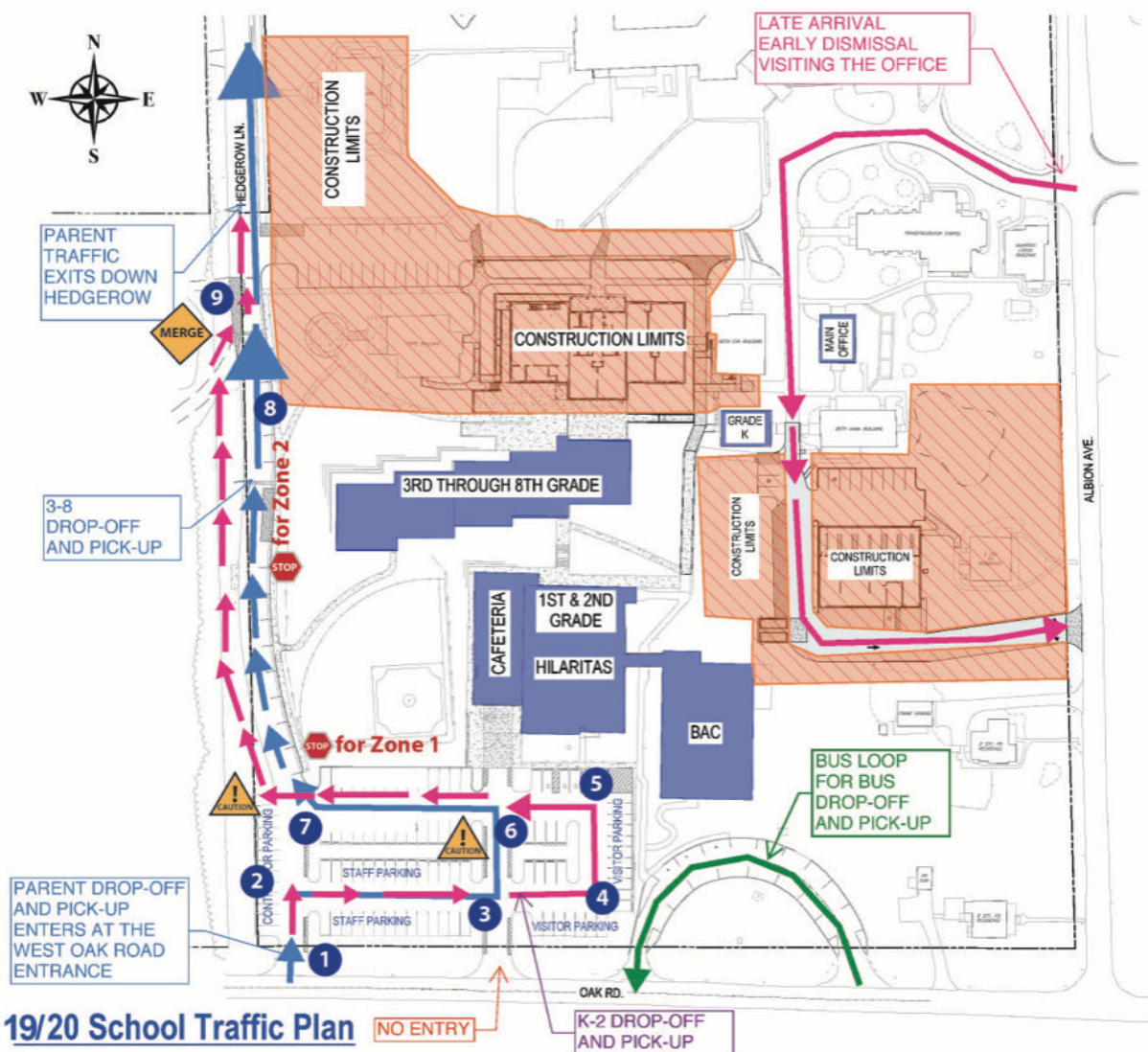
All students who have not been picked up by the time car line ends will go directly to Extended Day.

## 3:00 - 6:00 Afternoon Extended Day Pick-Up

All students must be signed out of Extended Day by a parent/guardian. Sign out sheets will be in the dining hall from 3:00 - 5:45 p.m. Enter the dining hall through the main double doors next to the 1st/2nd grade wing.

At 5:45 p.m., all remaining students will move to the BAC breezeway with an Extended Day staff member. Parents may pick them up there.

We have placed some ground level and aerial videos in our Digital Archives. Click to view: [Videos](#) (The Password for our Digital Archives this year is: Bethel)



**Extended Day and K-2: Follow the Pink arrows**  
**3rd- 8th : Follow the Blue arrows**