

Quarry Lane School

Parking and Traffic Policy Guide 2018-2019



As part of our mission in ensuring the safety of our students and minimizing the impact of school traffic to our neighbors, Quarry Lane has developed these guidelines to outline the policies and procedures regarding parking and traffic into and out of our campus. The purpose of this guide is to ensure the safety of our students to and from campus, as well as minimize the impact of our traffic to our neighboring communities.

In addition, this guide also provides information about public transportation and ride-sharing services.

We ask that all members of The Quarry Lane community adhere to these guidelines, and demonstrate responsibility and respect towards our neighboring communities.



General Traffic Rules on Campus

Safety is our number one priority in establishing traffic policies for our campus. Obeying and observing the following rules is a condition of enrollment and employment at The Quarry Lane School.

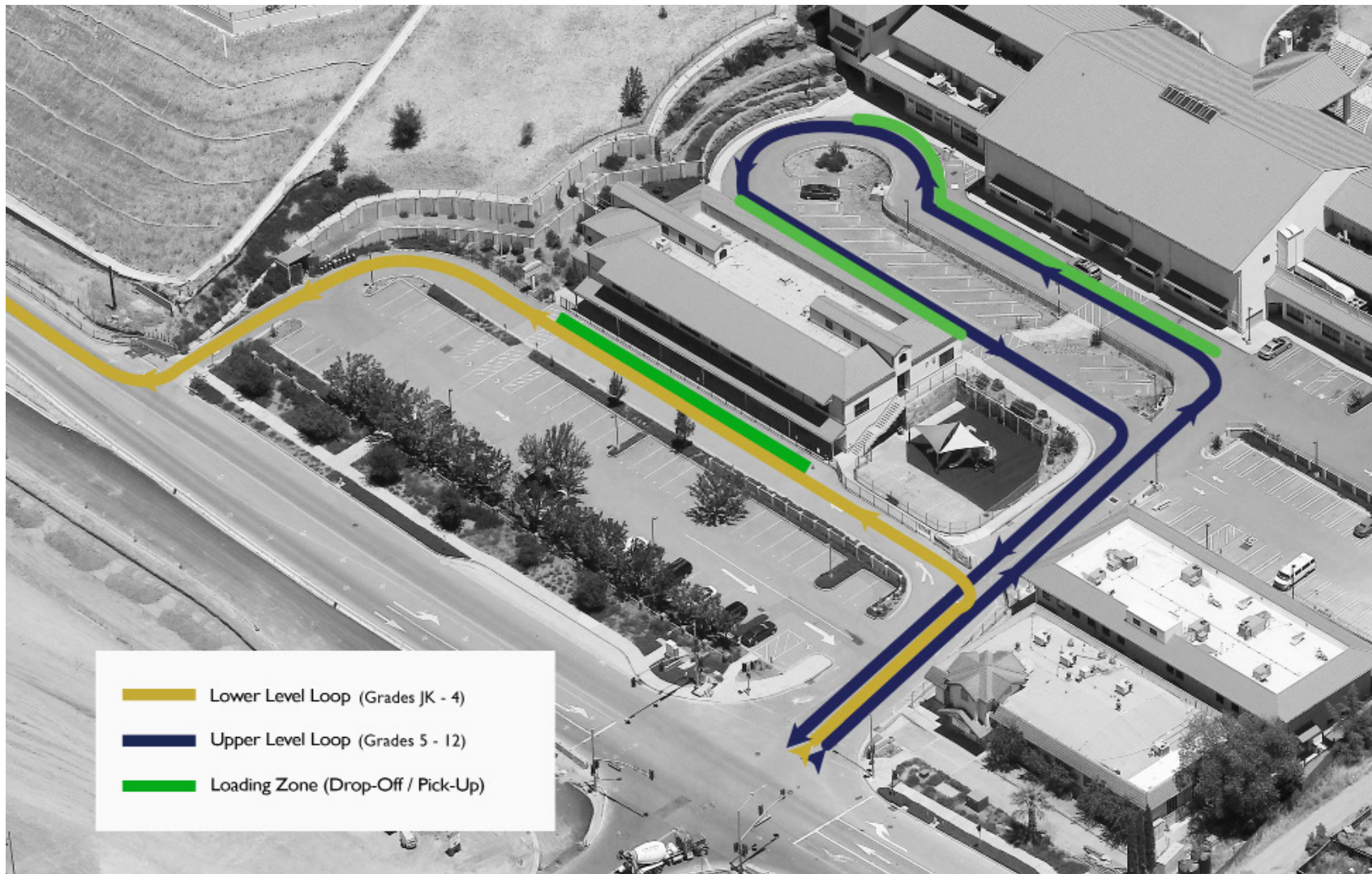
Please arrive no earlier than your student's designated dismissal time; afternoon pick up is faster if you arrive later. If you arrive before your designated time, you will be asked to drive around and park until your student's designated pick-up time. Do not queue in the turning lanes to enter campus prior to dismissal time. This is a violation of CA traffic laws and will cause a backup on Tassajara Rd.

- Respect and follow the directions of traffic monitors.
- Observe campus speed limit (5 MPH) at all times.
- Please drop off and pick up students in the areas designated as Loading Zones only. **DO NOT** stop to drop off or pick up your student in any other area within the traffic loops on campus.
- Do not double park at any time.
- Do not park along the red curb; this is not a designated parking area.
- Do not block intersections on campus.
- **Do not allow any part of your vehicle to protrude into traffic; do not pull into campus unless you have a full car length in front of you available.** This is a violation of CA traffic laws.
- Use designated crosswalks **ONLY** when crossing through the traffic queue and driveway. Cross only when designated by QLS traffic monitors or faculty/staff members.
- Do not use your cell phone while queuing in traffic.



Quarry Lane Campus Queue

Our campus has a limited amount of space to accommodate the volume of traffic during drop-off and pick-up. In addition to following the parking and traffic rules, we have established a queue to facilitate the flow of traffic and most importantly, ensure the safety of our students as they arrive and depart campus. Please ensure that students are dropped off and picked up in the designated **Loading Zones ONLY (areas marked as green)**.



Queue Guidelines

In addition to the general traffic rules, we have set these additional guidelines to allow for a safe and convenient flow of traffic during drop-off and pick-up times.

Please arrive no earlier than your student's designated dismissal time; afternoon pick up is faster if you arrive later. If you arrive before your designated time, you will be asked to drive around and park until your designated pick-up time. Do not queue in the turning lanes to enter campus prior to dismissal time. This is a violation of CA traffic laws and will cause a backup on Tassajara Rd.

- Always pull forward to the preceding car.
- Observe campus speed limit (5 MPH) at all times.
- Children must exit vehicles on the sidewalk/curb side (right side) of the Loading Zone.
- Drivers should stay in the vehicle at all times; Lower School staff/faculty members will be on-hand during drop-off and pick-up to help Lower School students into and out of the vehicle.
- Keep backpacks, instruments and other items in the **passenger compartment of the vehicle where the student(s) can reach them inside the vehicle**. If the trunk needs to be accessed, you will need to park and assist your student(s).
- Do not drop students off in front of Building #1 (Admissions/Villa); students must be picked up and dropped off in designated Loading Zones only.
- Do not park, drop off or pick up anywhere along Tassajara Rd. or in any of the local neighborhoods. This includes the Wheels bus stop located on Tassajara Rd.
- Depending on the flow of traffic, traffic monitors may direct drivers to use either the North or South exit off of campus; please follow the direction of our traffic monitors.

Lower School Queue Procedures

The Lower School office is open from 7:30 a.m. to 5:30 p.m. The Lower School Extended Care program is open from 7:00 a.m. to 6:00 p.m. Students must be picked up from Extended Care no later than 6:00 p.m. Scheduled start and dismissal times are subject to change; in the event of a modified schedule, parents will be notified of changes by the school administration.

MORNING DROP-OFF

Drop off for Lower School students begins at 7:30 a.m. **Students may not be dropped off before 7:30 a.m., unless enrolled in Extended Care (EEP).** All students enrolled in the EEP must arrive between 7:00 and 7:30 a.m. QLS faculty/staff members will assist students from their cars from 7:30 a.m. -7:45 a.m. in the Lower Level Loop. Students arriving after 7:45 a.m. must visit the Lower School office to receive a tardy slip.

Lower School Morning Queue

- Grades JK-4 parents/guardians should drop off in the Lower Level Loop.
- Grades 5 parents/guardians should drop off in the Upper Level Loop.
- When dropping off in the Lower Level Loop, always pull forward to the first open faculty/staff attendant.
- Faculty and/or staff monitors will help your child from the vehicle. Please ensure their belongings are readily available for the monitors to help unload (**do not pack backpacks or belongings in the trunk**). Parents/guardians must stay in the vehicle during drop-off and students should exit from the right-hand side of the vehicle.
- Do not pull out of the drop-off lane into the pass-through lane once you have dropped off your student. Please remain in the drop-off lane and progress forward until the merge after the crosswalk.
- Only cross at the crosswalk and when instructed to by a QLS faculty or staff member.

AFTERNOON PICK-UP

Afternoon pick-up times for students in JK-5th grade are staggered to avoid congestion through the parking lot. **Please arrive no earlier than your student's designated dismissal time;** afternoon pick up is faster if you arrive later. If you arrive before your designated time, you will be asked to drive around and park until your designated pick-up time. Do not queue in the turning lanes to enter campus prior to dismissal time. This is a violation of CA traffic laws and will cause a backup on Tassajara Rd.

Lower School Afternoon Queue

- Jr. K - Grade 4 parents/guardians will pick up in the Lower Level Loop.
- Grade 5 parents/guardians will pick up in the Upper Level Loop. Students will be picked up in the designated Loading Zone only; please do not pick your student up from any other area within the queue.
- Colored placards corresponding to your student's grade level should be displayed on the front window of your vehicle. Placards may be requested at the Lower School office.
- Faculty or staff monitor will walk and help load your student into your vehicle. Parents/guardians must stay in the vehicle in the pick-up queue.
- Do not stop to speak with teachers who are loading students. If a conference is needed, please contact the teacher via email to schedule.
- Carpools need to be organized prior to the start of the day. Please ensure all students in your carpool are aware of who will be picking them up. Refer to the Pick-Up Policies and Procedures for additional guidelines.

Pick-Up Policies and Procedures

Siblings & Extended Care Pick Up

Students with older siblings may stay in the Extended Care program until their sibling's dismissal, at no charge. Older siblings should collect their younger siblings and proceed to the Lower Level Loop for pick-up.

If you are picking up student(s) from EEP prior to 4:00 p.m., you must park in the Lower Level parking area and walk to pick up your student due to Upper School dismissal.

Designated Pick Up Policies

- Please make sure that all designated pick-up persons are noted on your student's emergency pick-up list, which can be updated electronically on the Parent Plus Portal at any time.
- If you must add and/or change authorized pick-up person(s), authorization for the pick-up must be communicated to the Lower School office via email or an authorization for pick-up form must be completed and submitted to the office.
- Students who must leave school before regular dismissal must be signed out in the Lower or Upper School office by a parent or otherwise identified and authorized adult.

Only authorized people will be allowed to pick-up your student. Identification (picture I.D., such as a valid driver's license) must be presented at the office when a person other than a parent comes to pick-up your student. If a student must be picked up by an adult not listed on the emergency form, parents must immediately email or fax permission to the Lower School office. Permission in writing must include (1) your name, (2) first and last name of your student(s), and person you are authorizing to pick up your student (s) and (3) the action you are authorizing, for example, " I, Jane Doe, authorize John Doe to pick up my student, (student name[s]) from The Quarry Lane School". If faxing, please provide your signature.



Upper School Queue Procedures

The Upper School office is open from 7:00 a.m. to 6:00 p.m. Students may be picked up and dropped off within these hours. Please note, any Upper School students who remain on campus after 5:00 p.m. must check in to the Lower School Extended Care program. Scheduled start and dismissal times are subject to change; in the event of a modified schedule, parents will be notified of changes by the school administration.

MORNING DROP-OFF

Upper School begins as indicated on the instructional bell schedule found in the beginning of the Upper School Handbook. Students may not be dropped off before 7:30 a.m. Students arriving after the start of their first period of the day need to go to the Upper School office to receive a tardy slip before entering class.

Upper School Morning Queue

- Upper School parents/guardians should follow the Upper Level Loop.
- Students must be dropped off at designated Loading Zones ONLY. Do NOT drop students off in front of Building #1, or at any other non-designated point.
- Students should exit on the curb side only; drivers should remain in the car at all times.
- Always pull forward to the preceding car.
- Only cross at the crosswalk and when instructed to by the traffic monitors or QLS faculty/staff member.

AFTERNOON PICK-UP

Dismissal times for middle and high school can be found on the instructional bell schedule found in the beginning of the Upper School Handbook. **Please arrive no earlier than your student's designated dismissal time.** If you arrive before your designated time, you will be asked to drive around and park until your designated pick-up time. Do not queue in the turning lanes to enter campus prior to dismissal time. This is a violation of CA traffic laws and will cause a backup on Tassajara Rd.

Students who must leave school before the regular dismissal time must be signed out in the Upper School office by a parent or otherwise identified and authorized adult.

Upper School Afternoon Queue

- Upper School parents/guardians will pick up using the Upper Level loop.
- Students with a younger sibling(s) in Extended Care should collect their sibling(s) from EEP and proceed to the Lower Level Loop for pick-up.
- Carpools need to be organized prior to the start of the day. Please ensure all students in your carpool are aware of who will be picking them up. Refer to the Pick Up Policies and Procedures for additional guidelines.

Transportation Options

Quarry Lane Transportation Service

Quarry Lane has partnered with Michael's Transportation to provide safe and reliable transportation to and from the Quarry Lane Dublin campus. Michael's Transportation is a leading provider of student transportation in the Bay Area.

Pricing for the transportation service can be found on the Quarry Lane School website.

**Transportation service is subject to cancellation based on enrollment and/or other extenuating circumstances.*

Bus Options

The Wheels Bus service operates routes throughout the Tri-Valley area for those interested in utilizing public transportation to and from the Quarry Lane Dublin campus. The Quarry Lane School stop, located on the curb right in front of the Lower Level parking lot is available on Route 2.

For information about the Wheels Bus service, routes and schedules, visit:

<http://www.wheelsbus.com/routes-and-schedules/>

Rideshare and Other Transportation Services

All taxi and/or third party taxi transportation services (including, but not limited to Flywheel, Uber, Lyft or other taxi services.) are only allowed on campus 15 minutes after the latest school dismissal. If your student commutes to and from school in a commuter van, the company must be bonded and secured. Any third party taxi or van transportation service must abide by all traffic laws and traffic guidelines set forth by The Quarry Lane School. If third party taxi or van transportation services repeatedly disobey traffic laws or guidelines, they may be asked not to return.



Special Event Parking

Quarry Lane hosts a number of special events on campus throughout the school year. For these events, the school will often arrange for parking to be temporarily allowed along Tassajara Rd. in the southward direction of the campus. Please check the event invitation and/or emails regarding the event to ensure that parking will be available along this stretch.

Once the lots on campus are full, we ask that you do not illegally park or double park.

As always, please be safe, courteous and respectful as you enter and exit the event.

Consequences

The Quarry Lane School traffic monitors are instructed to make note of any violations to the parking and traffic guidelines set forth by the school. Violations to these guidelines may result in any or all of the following measures

- You may receive an email or phone call from the school.
- You may be required to meet with a school administrator.
- You may be required to meet with the Head of School.
- You may lose the privilege to pick up your student on campus.
- A student's enrollment agreement and/or an employee's employment agreement may be withheld.