

## **The Carey School's Parking and Traffic Plan for 2018-2019**

Dear Carey School Families:

One of our primary responsibilities as neighborhood community members is to execute a safe and efficient parking and traffic plan. The plan that follows is one we have worked on with the City of San Mateo and our neighbors. The principal goals of the plan are two:

- to ensure the safety of the children, the school community, and those in the neighborhood.
- to create an efficient flow of traffic to minimize the traffic impact on the neighborhood for daily school operations and special events.

We appreciate all you do to maintain good relationships with our neighbors and therefore we require your full adherence to this plan at all times.

### **A. Staggered Start and End Times**

The school has early morning care beginning at 7:30 am and extended care each afternoon until 6:00 pm. For those dropping off during morning peak time (8:00-8:25 am) and picking up during afternoon peak time (3:00-3:25 pm), we ask that you utilize the chart below for the **location** and **drop off and pick up times** of each grade:

<b>Grade</b>	<b>Start Time</b>	<b>Morning Peak Time</b>	<b>Location</b>	<b>End Time</b>	<b>Afternoon Peak Time</b>	<b>Location</b>
First	8:30	8:00-8:25	La Salle	3:00	3:00-3:25	La Salle
Second	8:30	8:00-8:25	La Salle	3:00	3:00-3:25	La Salle
Third	8:30	8:00-8:25	Alameda	3:00	3:00-3:25	Alameda
Fourth	8:30	8:00-8:25	Alameda	3:00	3:00-3:25	Alameda
Fifth	8:30	8:00-8:25	Alameda	3:00	3:00-3:25	Alameda
Pre-K	8:45	8:30-8:40	Walk-In	12:30	12:30-1:00	Walk-In
Kindergarten	8:45	8:30-8:40	La Salle	2:45	2:45	La Salle

\*Note that if you have more than one child in the school, please use the designated area for the **oldest** child. We understand that families who have a younger child in PK or K as well as a child in 1-5 will bring their younger child early. Students that arrive earlier than 8:00 am, may check into early morning daycare.

### **B. Staffing**

During peak morning times, there will be two administrators for the drop-off and pick-up areas (on the Alameda and on the La Salle circle) and one staff member on the corner of 20<sup>th</sup> Ave. and La Salle from 8:00-8:25 am for grades 1-5 to assist children and to help direct the flow of traffic. During peak afternoon times, each core and assistant teacher for grades 1-5 will supervise the pick up for the respective grades between 3:00-3:25 pm.

**Note:** As well, the staff member on the corner of 20<sup>th</sup> Ave. and La Salle will help ensure that the driveways on La Salle are free for neighbor use (see “No U-Turn/Do Not Block Driveways” areas designated in blue).

### C. Traffic Procedures La Salle (Grades PK-2)

For grades PK-2, all vehicles are required to **drive slowly** on La Salle, when turning off of and returning to 20<sup>th</sup> Ave. (Note: since all pre-kindergarten students must be signed in and out, drivers are requested to parallel park on Alameda or La Salle no earlier than 8:30 am.—the La Salle cul-de-sac is available for short-term PK parking as of 8:25 am.)



#### RULES OF THE ROAD:

- Please pull all the way forward on La Salle by completing the full circle around the cul-de-sac. The forward-most drop-off and pick-up location would be just beyond the school's driveway.
- In order to ensure safe access and egress to and from the neighborhood, please stay in your vehicle at all times and follow the flow of traffic and do not leave the line to turn back around, especially by using a neighbor's driveway.

#### D. Traffic Procedures Alameda (Grades 3-5)

For grades 3-5, all vehicles are required to **drive slowly** on the Alameda. The school maintains a speed limit monitor to encourage drivers to maintain a safe speed. Be advised that parking will **not be allowed** from the end of the white zone to end of the red zone of the fire hydrant on the Alameda between 2:30 pm – 3:30 pm.



#### RULES OF THE ROAD:

- The white zone in front of the school is designated as a drop off/ pick up zone only. Please do not park in this area.
- In order to ensure the safety of passenger cars behind you, please stay in your vehicle at all times and pull all the way forward on the Alameda to the forward-most spot in the white zone (note that this spot is several car lengths in front of the front gate).

#### E. Extended Care Drop Off and Pick Up

School is open as of 7:30 am and those dropping off before 8:00 am must sign your student in. The Alameda (non-white zone) and the La Salle cul-de-sac are available for parking during these times. When picking up your student from extended care, please park parallel on either Alameda or La Salle Drive. The faculty parking lot is not available for parent parking unless otherwise specified (see Special Events).

## **F. Special Events**

The school has established parking routines for special events are tailored to the anticipated parking need of the particular event in an effort to minimize the impact on the neighborhood. For nighttime events, the campus grounds may be used for parking, which increases the onsite spaces by 30. For certain events, the school partners with the commercial property at 1900 Alameda to handle overflow parking. Look for communication from the Head of School's Office prior to special events for detailed parking information.

### Examples of Special Events:

Back to School Night (September), Halloween Parade (October), Generations Day (November), Holiday Sing (December).

## **G. Hotlines**

In the event you have observations or concerns about the parking or traffic conditions near The Carey School, please call (650) 336-8205 or send an email to [hotline@careyschool.org](mailto:hotline@careyschool.org). These hotlines are overseen by Head of School, Duncan Lyon.

## **H. Help the Environment**

To relieve traffic and to help the environment, we encourage the following modes of transportation to and from school:

- Walk/Bike to School: ***The Carey School Bi-Ped Club*** Contact Carey School for more information.
- Carpool to School: ***School Pools*** Log on to [carpooltoschool.com](http://carpooltoschool.com) for information on how parents can save time, money, help children make new friends, conserve energy, and reduce carbon emissions.

Also, when in queue, turn your car off if you will be waiting for more than a minute. Idling wastes gas and causes more pollution than restarting your car.

**Thank you for your assistance in making The Carey School safe and for being a responsible community member.**

If you have any questions about these protocols, please contact Duncan Lyon, Head of School.