



TRAFFIC PROCEDURES

GLENDALE PREPARATORY ACADEMY

Revised: 07.31.23

MORNING DROP-OFF

Please carefully read this procedure while looking at the "Morning Drop-off Map" on the next page, p. 2.

1. **Campus Opening Time:** Glendale Prep's enclosed campus opens for students at 7:00 AM. **No students are allowed on campus prior to 7:00 AM.**
 - a. **Prep Student Entrance:** Beginning at 7:00 AM, the courtyard gates at the Northeast corner of the Prep building open for 6th - 12th students. **No parents are allowed to enter campus until they have checked in through the front office, which opens at 7:30 AM.**
 - b. **Early Arrival Student Areas:** Students must remain in the Courtyard until 7:35 AM, at which time they may enter other hallways, go to their lockers, and classrooms for tutoring or enrichment courses.
 2. **Morning Entrance:** All parents must enter from 83rd Ave (East Entrance) and may use either lane for drop-off.
 - a. **One Way Traffic in Parking Lot**
 - b. **Student Entrance (7:00 AM - 8:00 AM): Junior and Senior (only)** student drivers with the required GP parking pass must enter from Pinnacle Peak between 7:00 AM and 8:00 AM to park in the student parking area. Student Parking is only allowed in the designated student lot which is located on the Northwest corner of the campus. **No parent pick-up, drop-off, or parking is allowed in the student parking lot or the easement between the lot and Pinnacle Peak. Again, no parents dropping off students should enter from Pinnacle Peak; all parents must enter from 83rd Ave.**
 3. **Drop-off:** Students may be dropped off on either the North curb or East curb, but parents should not switch lanes after entering the parking lot; parents should not drop off on both curbs (Archway students can be walked by their older siblings). All vehicles dropping off must **pull forward as much as possible to the next stopped car**. Students may only exit from vehicles in the far right lane. **Parents are required to remain in their cars when dropping off through the queuing lane. Please follow the directions of the staff members directing traffic in the parking lot.**
 - a. **Crosswalks:** Stopping or parking is not allowed in the crosswalks at any time. Students may not have phones out in crosswalks.
 4. **Morning Exit:** All vehicles exit by making a **right** onto 83rd Ave. Please **be aware** of other parents entering the campus from 83rd Ave and **be courteous** to other drivers.
 5. **Parent Parking:** Parents who need to visit the GP office should park in the spots on the east end of the lot, across from the school office. The office is located just north of the Archway Student Entrance. Please remember that parking space is very limited. Thus, **parking in order to either drop-off or walk a student to class is not allowed during morning drop-off except for extraordinary circumstances. Parent should not park in the fire lane.**
- There is no parking on Pinnacle Peak Rd. (west of 83rd Ave) or Planada Ln (south of the campus).**
6. **Late Arrival:** Parents who arrive after 8:05 AM should queue in front of the office, as all tardy students must be signed in by their parent at the office to obtain a late pass and go to class.



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AFTERNOON PICK-UP

Please carefully read this procedure while looking at the "Afternoon Pick-up Map" on the next page, p. 4.

1. **Parent Arrival:** Students are dismissed from class at 3:05 PM (12:15 PM on half days). Prep families do not need a window sign indicating the family name.
2. **Afternoon Entrance:** Parents **picking up prep students should not arrive on campus earlier than 3:10 PM on regular days and 12:20pm on half days.** Students are sitting in classes until 3:05 PM. It takes students at least 5 minutes to pack up for the day and exit the building. Arriving before that time will not accelerate pick-up; instead, it will only delay Archway traffic and increase idling in the lot. Parents arriving prior to 3:10 PM and 12:20pm (on Wednesdays), will be directed to drive around to exit the lot and re-enter, so that Archway pickup can complete.
3. All vehicles must enter campus from 83rd Ave. **Entrance from Pinnacle Peak is not permitted.**
4. **Pick-up:** After entering the campus, all vehicles turn right into the parking lot, proceed north, and may use either lane to pick up.
 - a. **One Way Traffic in Parking Lot.**
 - b. Parents can use two lanes as they head north and then west. Prior to turning south, for the first number of days, parents will be queued by a GP faculty member into one lane to pull up to the North curb to pick up 8th – 12th grade students or bypass the North curb to pick up 6th – 7th grade students on the East curb.
 - The Fire Lane, on the far left of the pick-up area is to be used for passing *only* to exit.
 - c. **Pickup Locations:** 8th–12th grade students will be picked up on the North curb; 6th & 7th grade students will be picked up on the East curb; **THIS IS A CHANGE FROM LAST YEAR.** Please see the map on the subsequent page to know where to pick up your student(s) per grade level. **If you are picking up multiple students, please coordinate pick up for all students at the grade level location of the oldest student.** The North and East curbs are the only location for pickup of students on campus. Please do not stop at both curbs to pick up multiple students. If your student is delayed, you may be queued to pick up your student. The flow of traffic must continue.
 - i. No pick-up from the parking lot, 83rd Ave, Pinnacle Peak Rd (west of 83rd Ave), Planada Ln, or at the intersection of 83rd Ave and Pinnacle Peak Rd.
 - ii. **Parents are allowed to park to the south of Pinnacle Peak, East of 83rd Ave.** However, do not park to the North or East of the home community's grassy park. You may be issued a ticket for this. You may only park on the North side of the road in designated areas. **Be sure NOT to park in the NO PARKING ZONES.**
 - iii. The southern crosswalk adjacent to the Archway multipurpose room is closed during pick-up and will be blocked by vehicles stopping to pick-up students.
 - d. **Timeliness of Students:** **It is the full responsibility of 6th-12th students to be ready for pick-up when parents arrive at the pick-up location.** Please continue to move your vehicle forward along the curb while waiting for your student(s). Students may use cellphones after school to **only** coordinate a ride. Students using cell phones for any other reason will have their phones taken to the front office to be picked up by a guardian. Please plan with your child(ren) where you plan to pick up and text when idle to communicate where you are waiting.
5. **Afternoon Exit:**
 - a. **For those picking up:** All vehicles that picked up through the queue **must exit right** onto 83rd Ave. **There are no left turns from 7:00am-9:00am and 2:00pm-4:00pm.**
 - b. **Student Driver Exit:** All student drivers must exit onto Pinnacle Peak from their designated parking area. No parent pick-up, drop-off, or parking is allowed in the student parking lot. This will be barricaded.
6. **Campus Close Time:** Students who are not enrolled in enrichment courses or participating on athletic teams will not be permitted to stay on campus after 3:45 PM.

