



The Carey School's Parking and Traffic Plan

This plan has been updated to include the proposed Carey School Early Childhood Center (ECC) on La Salle Drive into Carey's existing Parking and Traffic Plan. This plan, including on designated pick-up and drop-off locations, traffic flow, and escort requirements, is shared with the Carey Community each year and reminders are sent regularly to require all community members to follow the plan as outlined below. The requirements of this plan will be monitored by Carey's Head of School, Director of Operations and Director of Facilities.

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 developed in collaboration with the City of San Mateo and our neighbors. The principal goals of the plan are two:

1. To ensure the safety of the children, the school community, and those in the neighborhood.
2. 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 7:45 am and extended care each afternoon until 6:00 pm. We ask that you utilize the chart below for the **location** and **drop-off** and **pick-up times** of each grade:

Grade	Start Time	Morning Peak Time	Location	End Time	Afternoon Peak Time	Location
Kindergarten	8:15	8:00-8:15	La Salle	2:45	2:45-2:55	La Salle
First	8:15	8:00-8:15	La Salle	3:00	3:00-3:10	La Salle
Second	8:15	8:00-8:15	Alameda	3:00	3:00-3:10	Alameda
Third	8:15	8:00-8:15	Alameda	3:15	3:15-3:25	Alameda



Fourth	8:15	8:00 - 8:15	La Salle	3:15	3:15 - 3:25	La Salle
Fifth	8:15	8:00 - 8:15	Alameda	3:15	3:15 - 3:25	Alameda
3s	8:30	8:15 - 8:30	ECC Parking Lot	2:35	2:35 - 2:45	ECC Parking Lot
Pre-K	8:30	8:15 - 8:30	ECC Parking Lot	2:35	2:35 - 2:45	ECC Parking Lot
2s	8:45	8:30 - 8:45	ECC Parking Lot	2:30	2:30 - 2:35	ECC Parking Lot

Note: If you have more than one child in the school, please use the designated area/time for the **oldest child.*

B. Staffing

- During peak morning times, there will be five administrators at drop-off and pick-up areas (on the Alameda and on the La Salle circle), and one staff member on the corner of 20th Ave and La Salle (denoted by the numeral 5) from 8:00-8:25 am and 3:00-3:30 pm to assist children and to help direct the flow of traffic. Please see the exhibits of the La Salle circle below where the numbers denote administrator on duty.
- During peak afternoon times, each lead and assistant teacher for grades will supervise the pick-up for the respective grades.
- All school staff on duty use walkie talkies to communicate and create a safe and efficient process.

Note: Additionally, the administrators on duty will help ensure that the driveways are free for neighbor use (driveways denoted on exhibit with X). On rare occasions, when a car in the queue blocks the flow of traffic, they will be asked to drive around the block.

C. Preschool Student Logistics

*The following logistics apply to all locations preschool students are dropped off and picked up (La Salle, Alameda, ECC parking lot)

- Preschool students with siblings should be dropped off and picked up with their oldest sibling
- To ensure safe exit and entrance of cars on La Salle and Alameda, preschool students should be seated closest to the rear passenger door so staff can ensure their safe exit and entrance to vehicles.
- School staff shall be assigned to escort all preschool students from all designated pick-up locations on La Salle and the Alameda to the school building, and from the building back to each pick-up location.



- While assigned staff are escorting students to or from the building, another staff member shall remain stationed at each drop-off and pick-up location to receive arriving preschool students and ensure continuous supervision. Each location must always have at least one dedicated staff member present during the entire pick-up and drop-off period.
- Students shall be escorted by school staff or parents/guardians between the 2033 La Salle parking lot and the school building. Unaccompanied students are not permitted to walk between these areas.

D. Traffic Procedures La Salle (Grades PS, K, 1, 4)

All vehicles are required to **drive slowly** on La Salle, when turning off of and returning to 20th Ave.



*Numbers in exhibit are personnel locations

Rules of the Road:



- Please do not park on the La Salle Circle during peak hours as it is used for drop-off and pick-up.
- 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.
- Staff will direct cars into each designated drop-off/pick-up spot in the circle and supervise children entering/exiting the vehicle.
- Families and faculty/staff are asked not to park on La Salle during the school day. If you need to come to campus, utilize parking on the Alameda, in the ECC parking lot, 2000 Alameda or short-term parking in the circle outside of carline operation.

E. Traffic Procedures Alameda (Grades 2, 3, 5)

All vehicles are required to **drive slowly** on the Alameda into the white zone. 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 the end of the red zone fire hydrant on the Alameda from 2:30 pm – 3:30 pm.



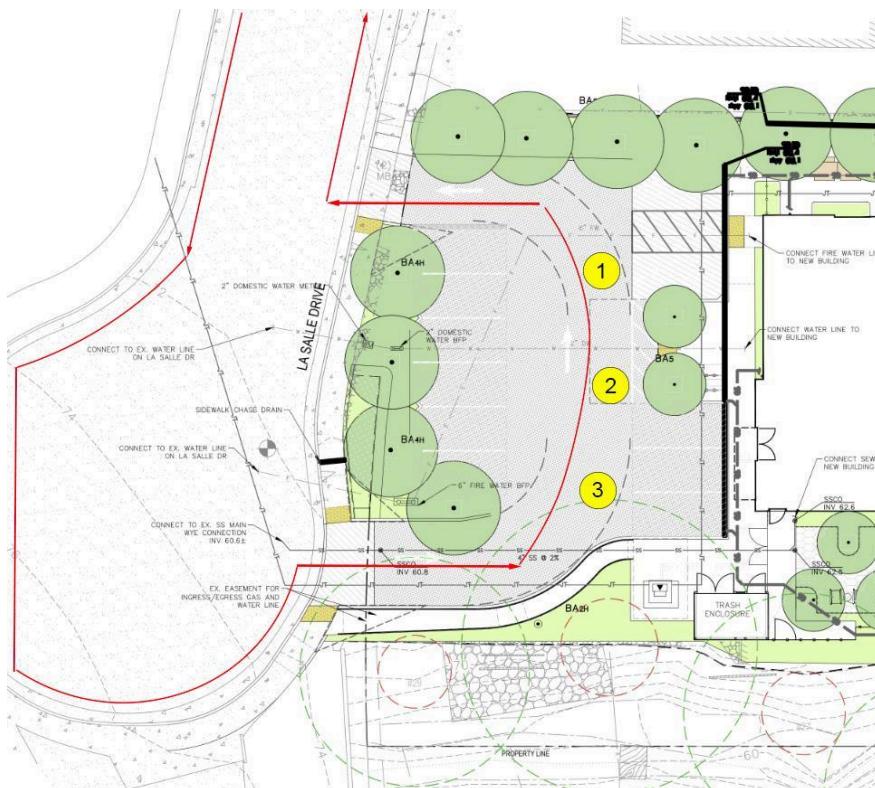
*Numbers in exhibit are personnel locations

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).
- Staff will direct cars into each designated drop-off/pick-up spot in the white zone and supervise children entering/exiting the vehicle.

F. Early Childhood Center Drop-Off and Pick-Up



*Numbers in exhibit are personnel locations

Rules of the Road:

- Pull all the way forward on La Salle, complete the full circle and then pull into the ECC driveway. Pull as far forward as possible in the drop-off lane to keep traffic flowing.



- Staff will direct cars into each designated drop-off/pick-up spot in the parking lot and supervise children entering/exiting the vehicle. Remain in your car unless directed otherwise by staff.
- In order to ensure safe access and egress to and from the neighborhood, please follow the one-way loop from W 20th Ave down La Salle Dr through the drop-off loop and do not jump the line, follow the flow of traffic. If dropping off, have your child signed in on Procare and have their backpacks and belongings ready to speed up unloading.

F. Extended Care Drop-Off and Pick-Up During Non-Peak Times

School is open as of 7:45 am and those dropping off before 8:00 am must walk students to the gate where they are monitored upon entry to the premises. The Alameda (non-white zone) and La Salle cul-de-sac are available for parking during these times. When picking up your student from extended care, please park parallel on Alameda or in the ECC parking lot. The faculty parking lot is not available for parent parking unless otherwise specified (see Special Events).

G. 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. The school partners with the commercial property at 2000 Alameda to handle overflow parking or for parents that wish to park and walk their children into school.

H. Contacting the School

In the event you have observations or concerns about the parking or traffic conditions near The Carey School, please contact Head of School, Neely Norris at (650) 345-8205 or send an email to nnorris@careyschool.org.

I. 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 The Carey School for more information.
- Carpool to School: School Pools - The School maintains a GoKid account which is a convenient and reliable school carpooling program for schools which helps families form



and manage carpools.

Also, when in the 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 Neely Norris, Head of School at nnorris@careyschool.org or (650)345-2044.