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## TRAFFIC AND PARKING MANAGEMENT PLAN AND PROCEDURES

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### **SECTION 1. PURPOSE**

Ben Franklin Academy (“BFA”) is committed to managing traffic and parking in a safe and effective manner for the benefit of its students and the community. As a matter of school policy, BFA property is to be used for all pickup and drop-off of students and for parking for school events. This Traffic and Parking Management Plan and Procedures maximizes the efficiency of the drop-off/pickup and special event parking systems while prioritizing student safety and well-being.

### **SECTION 2. SAFETY PRECAUTIONS**

As a matter of school policy, no electronic devices of any kind, including Bluetooth or other hands-free devices, may be used by drivers in the areas designated as Staging and Loading Areas. Further, to ensure the safety of all, a vehicle may not exceed 10 mph on school property at any time for any reason.

### **SECTION 3. FAMILY NUMBERS**

Upon enrollment, each BFA family will be assigned a family number. One copy of this family number will be printed by BFA on authorized Carpool Tags and distributed to each family. Additional Carpool Tags may be available upon request. Original Carpool Tags, not copies, must be displayed on the visor, dashboard, rearview mirror, or windshield of the passenger side of the vehicle and be clearly visible to Carpool Attendants. All students should memorize their family number. If you are carpooling, you must have a Carpool Tag for each family of the students being picked up.

Each family must provide a Carpool Tag to anyone else that is authorized to pick up their children. For security reasons, the Carpool Attendants (see **Attachment C** for a detailed description of the positions and responsibilities of the Carpool Attendants) will not allow a student to enter a vehicle that does not display an authorized Carpool Tag. If the driver of the vehicle does not have a Carpool Tag, a Carpool Attendant should be informed. No one will be allowed to pick up students with outdated or non-school issued Carpool Tags. Carpool Tags must be on display until you have loaded your children in your vehicle. BFA will only issue replacement Carpool Tags upon the showing of valid identification.

If your student is physically or medically restricted from walking from or to the designated loading zones to the school, please notify school administration as soon as possible so that reasonable accommodations may be made.

### **SECTION 4. DROP-OFF AND PICKUP TIMES**

Morning drop-off (K-8th grades):	7:45 a.m. – 8:10 a.m. *
Afternoon pickup (K-8th grades):	3:30 p.m. – 3:55 p.m.

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Morning kindergarten pickup: 11:15 a.m. – 11:25 a.m.  
Afternoon kindergarten drop-off: 12:10 p.m. – 12:20 p.m.  
*\*Students not in their seats by 8:15 a.m. will receive a tardy slip.*

## **Preschool**

Morning drop-off: 8:10 a.m. - 8:20 a.m.  
Morning pickup: 12:10 p.m. - 12:20 p.m.  
Afternoon drop-off: 12:20 p.m. - 12:30 p.m.  
Afternoon pickup: 3:10 p.m. - 3:20 p.m.

## **SECTION 5. MORNING DROP-OFF PROCEDURES**

**See Attachment A for a detailed map of the traffic plan and designated areas.**

### **MORNING DROP-OFF FOR K-8TH GRADES COMMENCES AT 7:45 A.M.**

Students are not permitted on school property prior to 7:45 a.m., unless enrolled in BFA's Lightning Bolt BASE Program.

Students who walk to school must use the designated crosswalk to cross the northeast driveway of the school.

Drop-off for all K-8th grade students begins at 7:45 a.m. Drivers may begin to line up on the school property no earlier than 7:45 a.m. Drivers will line up double file along the west driveway behind the white line prior to entering the parking lot. Parents arriving after 8:00 a.m. should expect to wait longer in the drop-off line.

### **DESIGNATED DROP-OFF AREA**

BFA utilizes two drop-off areas for Carpoolers in morning drop-off: the right lane in front of the main entrance to the school (the Red Zone) and the left lane of the Blue Zone located to the east of the school building. Carpool Attendants will monitor these areas during morning drop-off. Drivers may not let students out of the vehicle until a Carpool Attendant indicates that drop-off is ready to begin.

Once directed, vehicles in the designated drop-off areas may release student(s) only from the curbside of the vehicle in the Red Zone and either side of the vehicle in the Blue Zone. Once all students have exited their vehicles, they must promptly enter the building and proceed directly to their classrooms. Drivers should take care that all of their students reach the sidewalk safely before pulling forward. Students sometimes chase papers, balls, etc., moving unexpectedly to retrieve them, and are not easily seen by drivers.

Students should be released from the vehicle only when the vehicle comes to a stop in the carpool line. Drivers must pull all the way forward before stopping in the drop-off area. Drivers may not wait and drive forward to release students closer to the entrance.

Once students have been released from the vehicle and it is safe to pull forward, vehicles will proceed to exit the school. Do not change lanes, unless instructed to do so by a Carpool Attendant.

### **TARDY SLIPS**

Tardy slips will be given for students dropped off after 8:10 a.m. since students are required to be in their classrooms and seated at 8:15 a.m. If you arrive after the Carpool Attendants have gone inside for the morning, you must park your vehicle in the parking lot across from the main

entrance (not in the carpool lane) and escort your child to the office to sign them in. This is to ensure that no student is left unescorted in the parking/loading areas. Your child will receive a tardy slip.

Should there be inclement weather, the Carpool Attendants may stay longer to supervise drop-off, and tardy slips may be suspended at the discretion of the school office.

## **SECTION 6. AFTERNOON PICKUP PROCEDURES**

**See Attachment A for a detailed map of the traffic plan and designated areas.**

### **AFTERNOON PICKUP FOR K-8TH GRADES COMMENCES AT 3:30 P.M.**

Drivers may begin to line up along the west driveway behind the white line prior to entering the parking lot no earlier than 3:00 p.m. Drivers must enter the west driveway from the western entrance.

### **DESIGNATED STATUS**

Each student will be designated as a “Carpooler,” “Preschooler,” “Lightning Bolt,” or “Walker.” Students will be dismissed according to their designated status. Parents may contact the school office by 1:30 p.m. to inform the school of a one-day exception or change in designated status. All drivers must have school-issued Carpool Tags with the family number visible when entering the site. Any driver not following these procedures may be fined.

#### *Carpooler*

By default, students are designated as “Carpoolers.” This includes all students in one family being picked up by a vehicle. Carpoolers may walk home only if the parent or guardian informs the school by 1:30 p.m. on the day of the exception, and the student otherwise has complied with the requirements for Walker status.

#### *Preschooler*

Students are designated as Preschoolers if they or their siblings attend BFA’s preschool or they carpool with the family of a preschool student.

#### *Lightning Bolt*

Students are designated as Lightning Bolts if their parents or guardians purchase one of a limited number of Lightning Bolt parking passes at BFA’s annual auction. Students designated as Lightning Bolt students will be dismissed upon their drivers’ arrival at the school but not before 3:30 p.m.

#### *Walker*

A student can be designated as a Walker only if 1) a Walker form is on file at the office and 2) the student and their parent or guardian have viewed the safety video “[Be Serious About Safety](#)” at home or at registration.

### **LOADING ZONES AND BUILDING EXITS FOR CARPOOLERS**

The school includes two loading zones for Carpoolers in afternoon pickup: the Red Zone and the Blue Zone. The Red Zone consists of the two lanes located directly in front of the school. The Blue Zone comprises the two lanes located east of the school. The two lanes of the west driveway will be utilized as a queuing area for vehicles waiting to load. Upon turning around the southeast corner of the parking lot, the two lanes of the south driveway will be divided into the Red Staging Area and the Blue Staging Area. Once within one of these two lanes, vehicles may not change lanes unless directed to do so by a Carpool Attendant.

Students will be dismissed in groups based on when drivers arrive, and the students will be instructed to go to a waiting area inside the school defined by a different color. The students will be escorted out of the school to one of the two loading areas by a Carpool Attendant. Carpoolers being picked up in the Red Zone will exit the building through the main doors. Carpoolers being picked up from the Blue Zone will exit the building through the northeast doors.

**PROCEDURES FOR CARPOOLER PICKUP**

Drivers picking up Carpoolers must enter through the west driveway and queue in the West Driveway Queuing Area. Drivers in queue will pull their vehicles as far forward as possible. Drivers will proceed to the Carpool Attendant located at the southwest corner of the parking lot, where the family number(s) listed on the Carpool Tag(s) will be entered into the Information Management System. Once the vehicle has passed the Carpool Attendant, vehicles may not change lanes unless directed to do so by a Carpool Attendant. Prior to passing the Carpool Attendant, vehicles may change lanes in order to position themselves to load in the driver's preferred loading zone.

Drivers will then proceed to either the Red Zone or the Blue Zone via the Red Staging Area or the Blue Staging Area. Carpool Attendants will direct drivers into the Red or Blue Loading Zones when the group of cars in front of them clears the loading area.

Once within either loading area, drivers must pull their vehicles all the way to the front of the zone. All other vehicles must pull as close behind the previous vehicle as possible.

All vehicles within either loading area must wait until the Carpool Attendant directs the vehicles to leave the area as a group. Once all Carpoolers have been loaded in their vehicle, the driver must remove the Carpool Tag from the windshield to signal the Carpool Attendants that the vehicle is ready to leave. If a vehicle has not loaded all Carpoolers, the driver of the vehicle will be directed to the respective Penalty Box by a Carpool Attendant to wait for Carpoolers.

Drivers in the Blue Zone must exit the parking lot through the east exit and may only turn right onto Plaza Drive. Drivers in the Red Zone must exit the parking lot through the west exit, may only turn right onto Plaza Drive, and should move to the inside lane as soon as possible to allow drivers from the Blue Zone to exit the school onto Plaza Drive.

Drivers directed to a Penalty Box will wait until their Carpoolers have been loaded. In some circumstances, the Carpool Attendant may direct drivers to the parking lot to wait for their Carpoolers.

**LOADING ZONES, BUILDING EXITS AND PROCEDURES FOR PRESCHOOLER PICKUP**

Drivers picking up students designated as Preschoolers will have a special Carpool Tag. They must enter the school property through the east driveway and proceed directly into the northeast parking lot and park along the Green Zone (future maps will indicate that this is green). Preschoolers will exit the building from the northeast doors and be escorted by authorized school representatives. When Preschoolers have been loaded, drivers may exit as directed by the authorized school representatives out the east exit. Drivers with Preschoolers must yield to drivers exiting the Blue Loading Zone.

**LOADING ZONES, BUILDING EXITS AND PROCEDURES FOR LIGHTNING BOLT PICKUP**

Lightning Bolt drivers will have a special Carpool Tag. Drivers picking up Lightning Bolts will enter the parking lot through the east entrance. After entering the school property, a Carpool Attendant will direct Lightning Bolt vehicles to park in their designated spot in the parking lot.

Lightning Bolt vehicles must exit through the west exit. Lightning Bolt students will exit through the main building doors and use the designated crosswalk to reach the parking lot.

Any violation of these rules may result in the suspension or revocation of the Lightning Bolt Pass.

### **SECTION 7. DROP-OFF AND PICKUP RULES**

The following rules apply to both morning drop-off and afternoon pickup for all grades, and all parents/guardians are required to abide by these rules:

- Be courteous; practice the virtues of temperance, tranquility, and humility that your children are learning in school.
- Do not use electronic devices of any kind, including Bluetooth or other hands-free devices, during drop-off and pickup.
- If you are driving, prepare your child for drop-off before you arrive in the morning. Coats should be on or in hand; backpacks and lunchboxes should be packed, on laps or easy-to-reach; and when possible, children's seating order in the vehicle should match the order in which they will exit the vehicle. Make sure your child's backpack can be carried or maneuvered by that child.
- Respect the Carpool Attendants and follow their directions at all times. Carpool Attendants do their best every day to uphold the rules of the school and to make drop-off and pickup run as safely and smoothly as possible.
- Do not exit your vehicle at any time once you have entered school property. If your student requires assistance exiting or entering the vehicle, you must wait for a Carpool Attendant to assist them.
- Do not approach any Loading Area or school entrance on foot to pick up your child unless your child has been designated a Walker. You will not be permitted to pick up your child in this manner.
- Do not line up prior to 7:45 a.m. for morning drop-off or 3:00 p.m. for afternoon pickup.
- Do not hold up the line by chatting with a Carpool Attendant. Carpool is not the time or place for impromptu discussions.
- Do not attempt to pass the vehicle(s) in front of you at any time during drop-off or pickup. Follow the vehicle in front at all times unless directed otherwise by a Carpool Attendant.

### **SECTION 8. EMERGENCIES**

It is possible that emergency vehicles will need to reach the building during drop-off and/or pickup times. In the event of such an emergency, please follow the instructions of the Carpool Attendants. In the absence of such instruction, make every effort to make way for emergency vehicles on your own. If you are exiting the parking lot, stop and wait for the emergency vehicle to pull to the front of the school. If you are in a Loading Area, pull into the center parking lot lane and wait for further instruction. Importantly, vehicles may not be parked and left unattended in the fire lane at any time.

**SECTION 9. AFTERNOON WALKERS**

At 3:40 p.m., students designated as “Walkers” will be released from class and allowed to exit the building through the northwest doors at 3:45 p.m. Walkers will proceed to Plaza Drive along the back footpath (to be shown on future maps) and proceed home on the sidewalk. If Walkers need to cross Greensborough Drive or any other street, Walkers must cross in the designated crosswalk.

BFA, Douglas County School District (DCSD), their employees, and volunteers are not liable or responsible for the welfare of a child or child’s behaviors and actions while walking to or from school property. BFA does, however, request that every parent and student act responsibly and respectfully when traveling to and from school property. All students and parents should be mindful that their actions impact the reputation of BFA in the community. Walker designation can be revoked at any time at the school’s sole discretion.

Parents/Guardians meeting Walkers on a public street must obey all traffic laws and parking signs and are subject to being ticketed by the Douglas County Sheriff if laws are not followed. No stopping, loading or parking is allowed on Plaza Drive at any time.

**SECTION 10. EARLY AFTERNOON PICKUP**

If you need to pick your child up from school early for a doctor’s appointment or another pre-arranged reason, you must park in the parking lot and come to the front office to sign your child out before 3:00 p.m. If you arrive after 3:00 p.m., you must pick up your child in the carpool line. There are no exceptions to this. The front office will be closed at 3:00 p.m. to assist with pickup.

Early pickup is intended to be used as an exception and will not be allowed on a regular basis. Routine early dismissal is disruptive to the student(s) and the entire class. The office reserves the right to deny early pickup.

**SECTION 11. INCLEMENT WEATHER**

BFA follows the closure and delay status of the DCSD for the Highlands Ranch Area. If there is inclement weather in the morning, please check the DCSD webpage ([www.dcsdk12.org/school-closure-status](http://www.dcsdk12.org/school-closure-status)) for delays and cancellations. BFA also will communicate by email as soon as practical.

BFA Schedule on 90-Minute Delayed Start:

**BASE:** Before school care opens at 8:15 a.m. Please do not drop off your child earlier than 8:15 a.m. for before care, as no one will be at BFA to supervise your child.

**Carpool:** Carpool on a delayed start day begins at 9:15 a.m.

**School:** School starts at 9:45 a.m.

**Half-Day Kindergarten:** Morning kindergarten starts at 9:45 a.m. and ends at the normal time. Afternoon kindergarten times do not change - normal start/end times apply.

**Preschool:** BFA preschool will open at 9:40 a.m. and dismiss at the normal time. Afternoon times do not change -- normal start/end times apply.

**Buses:** The buses will be at the bus stops 90 minutes later than their usual pick up times to bring students to school. Afternoon times will remain the same.

You always have the option of keeping your child home if you feel that the roads are unsafe - even if BFA is open. This will be recorded as an excused absence.

Due to limited parking at the school, there are no provisions for inclement weather on the property except for lightning. In the event of lightning, drop-off and/or pickup will be suspended;

all children and staff will remain inside the building. Drop-off and/or pickup will start or resume and Walkers will be released when it is safe to do so.

In Colorado, the weather changes frequently. Accordingly, please provide your children with clothing appropriate for inclement weather.

**SECTION 12. PARKING**

There is no overnight parking permitted on the BFA premises. Do not park and leave your vehicle in the drop-off/pickup lines or in the fire lanes. The school reserves the right to have any unattended vehicle immediately towed if that vehicle is illegally parked, could impede the progress of drop-off/pickup, or is considered a threat to safety.

**SECTION 13. SPECIAL EVENTS**

During special events, the west driveway becomes a single file road with vehicles entering the road only from Plaza Drive as shown in the diagram in **Attachment B**. Vehicles will parallel park on both sides of the road as shown in yellow. Vehicles may also park in the following areas shown in yellow in the diagram: the Blue Staging Area (right lane), the Red Penalty Box, right-hand side of the Red Loading Zone, and the east side of the Blue Loading Zone. Parking in these lanes is never allowed during school hours. During special events, access to the west driveway will be restricted with cones.

Overflow parking will be available in the northeastern field. Drivers will enter the overflow area as noted in the diagram in **Attachment B**. In the event the field is unavailable for any reason, BFA will reasonably attempt to provide shuttle service from a nearby parking location, which will be identified in advance.

**SECTION 14. EMERGENCY LOCK DOWN**

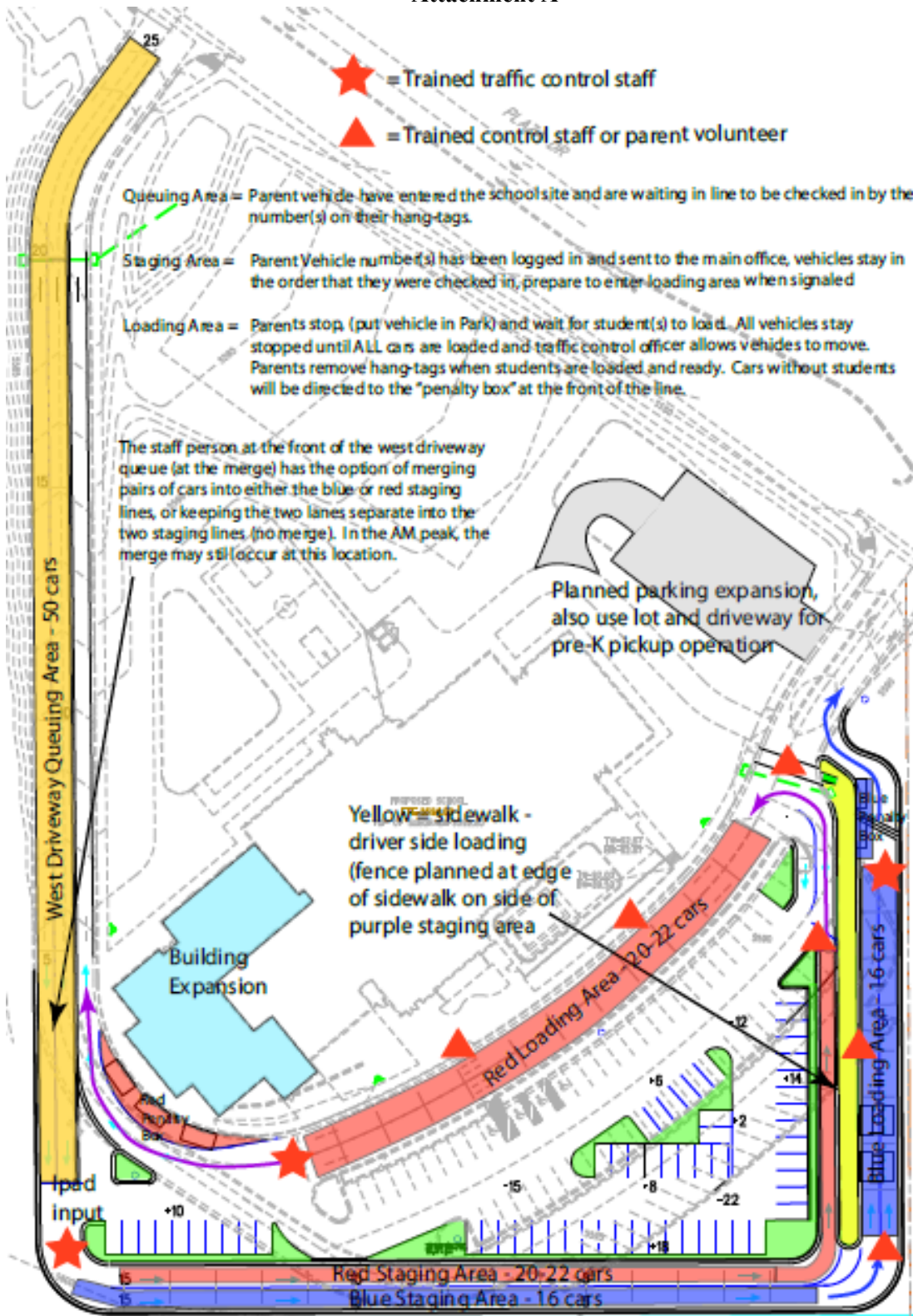
In the case of an emergency that requires the school to be locked down (e.g., criminal in area, crime scene next door, tanker truck spill), parents/guardians will be notified via email. Parents/Guardians are not allowed into the building until the conditions have improved and BFA has given the “all clear.” Parents/Guardians will be notified electronically when they may pick up their children.

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Revised: 7/16/2015

# BEN FRANKLIN ACADEMY

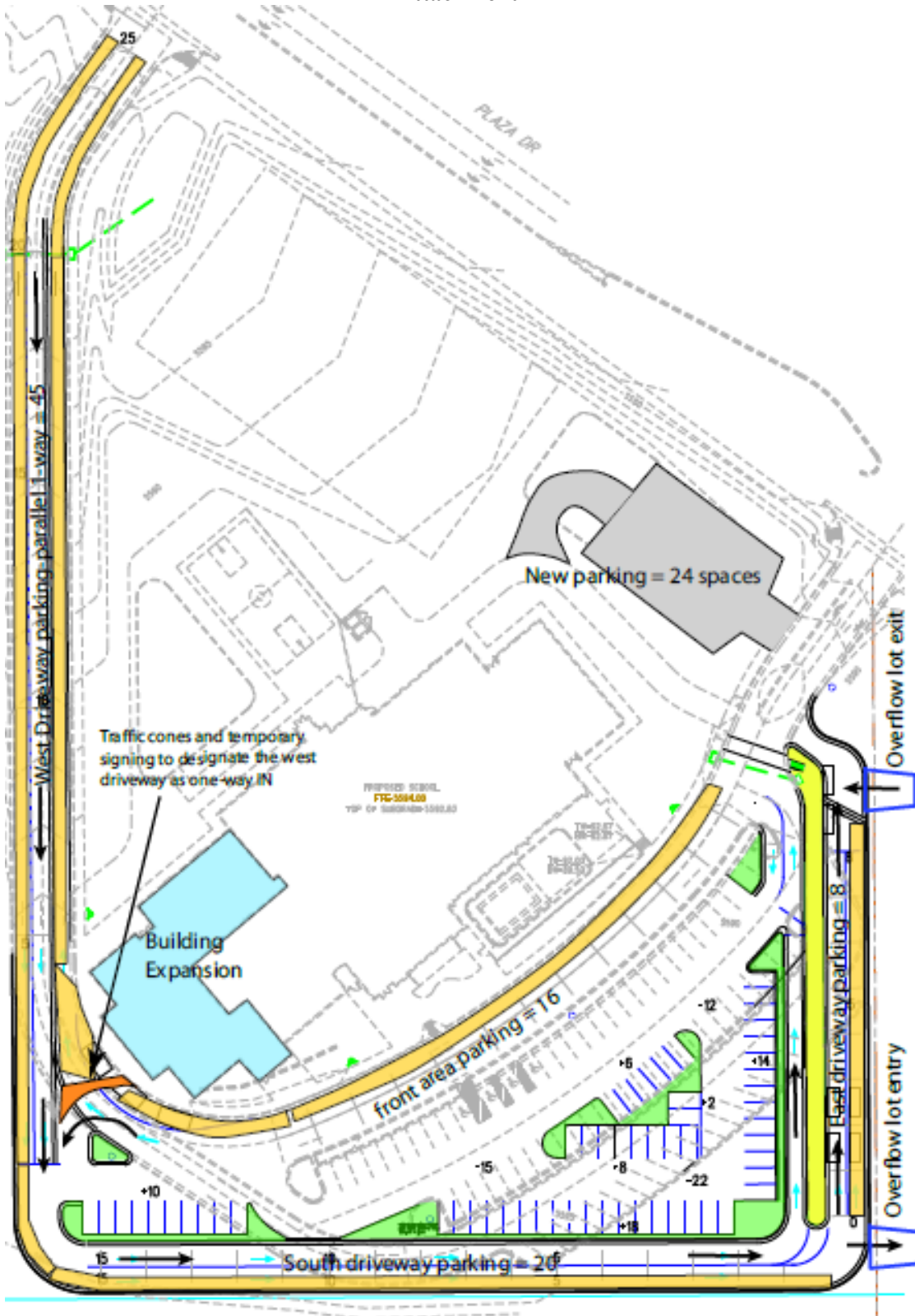
## Attachment A





# BEN FRANKLIN ACADEMY

## Attachment B



**Attachment C**

**CARPOOL ATTENDANTS**

BFA ensures the safety and efficiency of carpool at all times. In addition to the trained staff members who assist with carpool, BFA volunteers are critical to the process and utilized during both morning and afternoon carpool. For morning drop-off, volunteers must arrive at the school at 7:40 a.m. and, for afternoon pickup, volunteers must arrive at the school at 3:00 p.m. to be trained by the Carpool Manager.

In addition to the Carpool Attendants, BFA students designated as Preschoolers will be escorted to their vehicles by authorized school representatives.

The trained staff members include the Loader, the Blue Zone Captain, and the Red Zone Captain. The Loader will be positioned near the southwest corner of the parking lot and enter family numbers into an iPad application specifying the Red or the Blue Loading Zone depending on which lane the vehicle is located.

**RED ZONE**

The Red Zone Captain will manage all vehicles within the Red Zone. Carpool Attendants in the Red Zone will defer to the Red Zone Captain. The Red Zone Captain will release vehicles located within the Red Zone when all children have been loaded in vehicles within the Red Zone. The Red Zone Captain will ensure that vehicles are loaded and released as quickly and safely as possible. The Red Zone Captain will direct vehicles without children to the Red Zone Penalty Box.

Two Red Zone Loading Attendants will help children find their vehicles and load themselves into their vehicles. The safety of the children is the highest priority of the Red Zone Loading Volunteers. The Red Zone Attendants will defer to the Red Zone Captain.

The Rear Red Zone Attendant will be positioned between the Red Staging Area and the Red Zone, and will direct vehicles from the Red Staging Area into the Red Zone. Vehicles will be directed into the Red Zone starting with the right curb lane and then the left lane. The Rear Red Zone Attendant will restrict vehicles from exiting the parking lot through the east exit.

The Preload Red Zone Attendant will be positioned within the front hallway of the school. The Preload Red Zone Attendant will organize children prior to allowing the children to exit the building.

**BLUE ZONE**

The Blue Zone Captain will manage all vehicles within the Blue Zone. Carpool Attendants in the Blue Zone will defer to the Blue Zone Captain. The Blue Zone Captain will release vehicles located within the Blue Zone when all children have been loaded in vehicles within the Blue Zone. The Blue Zone Captain will ensure that vehicles are loaded and released as quickly and safely as possible. The Blue Zone Captain will direct vehicles without children to the Blue Zone Penalty Box.

The single Blue Zone Loading Attendant will help children find their vehicles and load themselves into their vehicles. The safety of the children is the highest priority of the Blue Zone Loading Attendant. The Blue Zone Attendant will defer to the Blue Zone Captain.

The Blue Zone Crosswalk Attendant will direct children coming from the school across the school driveway to the Blue Zone. The Blue Zone Crosswalk Attendant will restrict all vehicles from entering or leaving the parking lot except drivers with a Lightning Bolt pass.

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The Rear Blue Zone Attendant will be positioned at the southwest corner of the parking lot and will direct vehicles from the Blue Staging Area into the Blue Zone. Vehicles will be directed into the Blue Zone starting with the left curb lane and then the right lane. The Rear Blue Zone Attendant will assist the Blue Zone Loading Attendant, as needed.

The Preload Blue Zone Attendant will be positioned within the northeast hallway of the school on the first floor near the kindergarten classrooms. The Preload Blue Zone Attendant will organize children prior to allowing the children to exit the building.