



Traffic and Parking Management Plan and Procedures

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 wellbeing.

SECTION 2.

SAFETY PRECAUTIONS

As a matter of school policy, no electronic devices of any kind, including Bluetooth or other hands-free devices, with the exception of utilizing the approved app to announce arrival for pick-up, may be used by drivers. Further, to ensure the safety of all, a vehicle may not exceed 7 mph on school property at any time for any reason. 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 3.

CARPOOL TAGS

Upon enrollment, each BFA family will be assigned a carpool tag with full or partial student last name. 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 vehicle and be clearly visible to Carpool Attendants.

Each family must provide a Carpool Tag to anyone else that is authorized to pick up their children. Carpool Tags must be on display until you have loaded your children in your vehicle. IDs will be checked if app or tag is not available.

SECTION 4.

DROP-OFF AND PICKUP TIMES

K-8th Grade Full Day

Morning drop-off: 7:45 a.m. – 8:13 a.m. **Students not in their seats by 8:15 a.m. will receive a tardy slip.*
Afternoon pickup: 3:30 p.m. – 3:55 p.m.

Kindergarten & Preschool 1/2 Day

Morning Kindergarten

Drop-off: 7:45 a.m. – 8:13 a.m. **Students not in their seats by 8:15 a.m. will receive a tardy slip.*
Pickup: 11:15 a.m. – 11:25 a.m.

Afternoon Kindergarten

Drop-off: 12:10 p.m. – 12:20 p.m.

Pickup: 3:30 p.m. – 3:50 p.m.

Morning Preschool

Drop-off: 8:10 a.m. - 8:20 a.m.

Pickup: 12:10 p.m. - 12:20 p.m.

Afternoon Preschool

Drop-off: 12:20 p.m. - 12:30 p.m.

Pickup: 3:10 p.m. - 3:20 p.m.

SECTION 5.

MORNING DROP-OFF PROCEDURES

https://www.bfacademy.org/wp-content/uploads/2022/10/bfa_map_3-4.pdf

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 7:30 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 lines.

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 A Zone) and the left lane of the B 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 A Zone and either side of the vehicle in the B Zone. 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.

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. Once all students have exited their vehicles, they must promptly enter the building.

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 8:13 a.m. since students are required to be in their classrooms and seated at 8:15 a.m. If you arrive after the doors have closed, 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 Administration.

SECTION 6.

AFTERNOON PICKUP PROCEDURES

https://www.bfacademy.org/wp-content/uploads/2022/10/bfa_map_3-4.pdf

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 2:30 p.m. Drivers must enter the west driveway from the western entrance.

DESIGNATED STATUS

Each student will be designated as a “A Zone,” “B Zone,” “Preschool,” “Parking Spot,” or “Walker” in the app. Students will be dismissed according to their designated status. All drivers must have school-issued Carpool Tags visible when entering the site.

A Zone or B Zone

By default, students are designated as “A Zone,” or “B Zone.” This includes all students in one family being picked up by a vehicle.

Preschool

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

Parking Spot

Students are designated as Parking Spot if their parents or guardians purchase one of a limited number of parking spots at BFA’s annual auction. Students designated as Parking Spot 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 they live in the area closest to school and have approval from the front office.

LOADING ZONES AND BUILDING EXITS FOR CARPOOLERS

The school includes two loading zones for Carpoolers in afternoon pickup: the A Zone and the B Zone. The A Zone consists of the two lanes located directly in front of the school. The B 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 A Loading Area and the B Loading 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 as directed. 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 A Zone will exit the building through the southeast doors. Carpoolers being picked up from the B 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. All drivers must have school-issued Carpool Tags visible when entering the site. Drivers must announce their arrival on the school pickup app. 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 information listed on the Carpool Tag 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.

Drivers will then proceed to either the A Zone or the B Zone via the A Loading Area or the B Loading Area. Carpool Attendants will direct drivers into the A or B 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, while leaving crosswalks clear.

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. All vehicles within either loading area must wait until the Carpool Attendant directs the vehicles to leave the area as a group. If a vehicle has not loaded all Carpoolers, the driver of the vehicle will be directed to the respective waiting area by a Carpool Attendant to wait for Carpoolers.

Drivers in the B Zone must exit the parking lot through the east exit and may only turn right onto Plaza Drive. Drivers in the A 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 B Zone to exit the school onto Plaza Drive more easily.

Drivers directed to a waiting area 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 PRESCHOOL PICKUP

Drivers picking up students designated as Preschool will have a special Preschool Carpool Tag. They must enter the school property through the east driveway and proceed directly into the northeast parking lot and park along the driveway. Preschool will exit the building from the northeast doors and be escorted by authorized school representatives. When students 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 B Zone.

LOADING ZONES, BUILDING EXITS AND PROCEDURES FOR Parking Spot PICKUP

Drivers picking up Parking Spots will park in their designated spaces and proceed to the front vestibule for pickup.

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

LATE PICKUP

Students who are not picked up by the end of carpool and are not enrolled BASE will be held in the office while parents are contacted. A late fee will be charged.

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.
- After announcing on the app, 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 dropoff 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 7:30 a.m. for morning drop-off or 2:30 p.m. for afternoon pickup.
- Do not hold up the line by chatting with a Carpool Attendant or other parents. 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.

SECTION 9.

AFTERNOON WALKERS

At 3:30 p.m., students designated as “Walkers” are released from class to the small gym. At approximately 3:40 p.m., Walkers will leave the building with a staff member and proceed to Plaza Drive. Walkers must cross using designated crosswalks when needed.

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 prearranged 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) for delays and cancellations. BFA also will communicate as soon as possible.

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.

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 dropoff/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. If parking spaces are not available, Parking Attendants will direct you where to park.

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. Parents/Guardians are not allowed into the building.

SECTION 15.

CARPOOL VOLUNTEERS

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.

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