



## CAR PICK UP

### TRAFFIC PLAN

Mile High Academy is committed to managing traffic and parking in a safe and effective manner for the benefit of its students and the community. MHA property is to be used for all pickup and drop-off of students and for parking for school events.

### DROP OFF & PICK UP RULES

All parents/guardians are asked to consider these rules:

- Be courteous of others.
- Don't use any electronic devices during drop-off and pick-up.
- Make sure your child is ready for drop-off before getting in line (coats in hand, backpacks zipped, etc.)
- Don't allow your child to exit or enter your vehicle from the left side at any time.
- Always respect the faculty/staff members on duty and follow their directions.
- Don't line up prior to 7:15 am for morning drop-off or 2:45 pm for afternoon pick-up.
- Don't hold up the line by talking with faculty/staff or other parents. Please park if you need to discuss something.
- Don't attempt to pass the vehicle(s) in front of you at any time during drop-off or pick-up.
- 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.
- A vehicle may not exceed 10 mph on school property at any time for any reason.
- Follow the vehicle in front of you unless otherwise directed by a faculty/staff member.

### PRESCHOOL DROP OFF & PICK UP PROCEDURES

- Students are allowed on campus after 7:15 am.
- Preschool families should plan to use the left lane and proceed directly to the designated preschool parking lot.
- All preschool students must be walked into the classroom by a parent, guardian or authorized person and signed in and out with the teacher.
- For pick up, parents will come to the classroom to pick up their student and sign out with their teacher.

### LOWER, MIDDLE & UPPER SCHOOL

#### Drop Off Procedures

- Students are allowed on campus after 7:15 am.
- (LS&MS) Students who are on campus between 7:15 am and 7:45 am will go to Before School Care (BSC).



- (US) Students who are on campus at 7:15 am may go to the commons.
- Students may enter their classrooms beginning at 7:45 am.
- If walking to school, please use the designated crosswalk located on Dad Clark and utilize the sidewalks on either side of the parking lot.
- If driving, please line up single file in the right lane and have students exit the car on the right side.
- If parking, please use the left lane and proceed directly to the parking lot.
  - K-2 students may go directly to their outside classroom doors. Doors will remain locked but teachers will be there to let them in.
  - 3rd - 8th grade will enter the building through the main entrance and proceed directly to their classrooms.
  - Upper School please use the US entrance.
- Drivers must take care that all students reach the sidewalk safely before pulling forward.

### Pick Up Procedures

- Drivers should enter the south/east entrance and may begin lining up along the right lane as they enter the parking lot.
- Please do not line up before 2:45 pm.
- If intending to park, drivers should use the left lane and proceed directly to the parking lot.
- If parents, guardians, or authorized persons arrive after 3:15 pm, their student(s) will have been taken to After School Care.
- (US) School Day ends at 2:30 pm, lab period goes from 2:35 pm to 3:25 pm.
- (US) If a student needs to leave early, they need written permission and submit to the front office and need to sign out before leaving.

### EARLY PICKUP

If parents need to pick their student(s) up before pickup line begins, they must park and come to the front office to sign their child out. Early pickup is intended to be used as an exception and will not be allowed on a regular basis. Routine early pickup is disruptive to the students and the classroom.