

# PEC DROP OFF & PICK UP

## Paul Ecke Central Elementary Rules and Signature Form

### New Traffic Plan Makes PEC safer

Paul Ecke Central's enrollment is larger than ever. We need your help to keep the school and your children safe. EVERY child's safety is important to us. It remains our highest priority to ensure that students enter and exit cars, cross roads, and enter the school in a safe and organized way.

We ask everyone to correctly follow our new pick-up and drop-off procedures. Failure to do so creates chaos, frustration and unsafe conditions. Each family should discuss these new drop-off, pick-up, biking and walking procedures with anyone involved with dropping off and picking up children from school.

We encourage you to consider walking or biking with your children to school each day. Not only would it help alleviate our serious traffic problem, but it also encourages good exercise and a healthy lifestyle. Walking and biking to school and carpooling are more important now than ever!

Please avoid driving south on Vulcan from Leucadia Blvd. The City of Encinitas has posted no left turn signs at Union Street and the Kinder Lot during school drop off and pick up hours to keep you and your children safe.

Also please drive slowly and carefully on Hygeia, Orpheus, Cereus, Hermes and Union. These are our designated walking and biking routes to school. They are heavily traveled by our students and their safety comes first.

### General Precautions

- Be your child's best example by being courteous and following all safety guidelines at all times.
- No arrivals prior to 7:45 AM unless you are going to ASPIRE or breakfast. No supervision is provided for other children.
- If picking up by car, please agree with your children before-hand if they should wait at the **East Route (blue line)** or **West Route (orange line)**. For younger children, pinning an orange or blue card to their backpacks will make this easier to remember.
- Please DO NOT STOP on the west side of Hermes or north side of Union to drop off or pick up children. This is a very busy area and there are many bicyclists and quick moving traffic, making it very dangerous. Please continue to drive up to the green Safe Loading Zone.
- No students are permitted in any parking lot without an adult.
- Use crosswalks to cross streets.
- Follow all directions from school safety personnel. They can see potential problems that you may not.
- Students should be picked up promptly at dismissal. There is no supervision on the playgrounds after school hours except for ASPIRE or after school enrichments.
- Take time to be extra cautious on rainy or foggy days. Drive with your headlights on, to see and be seen.
- Our local streets are very narrow. Please drive slowly and watch for children!
- Please wait to drop off and pick up your children once you reach the green Safe Loading Zone.

- Trying to "jump the line" or "cut in" is disrespectful, dangerous and will be cited.
- Parking around the school is limited. Please use designated parking spaces and public parking. Parking up at Orpheus Park and walking down can be a good alternative for many families.
- The business parking lots (Windows and Doors for example) are not public lots and cannot be used for school parking. The neighboring business owners have said they will begin towing cars, at your expense, should you park in their lots.
- As with any change, the transition will take some getting used to. We will collect all feedback and review the traffic flow over fall break and make any necessary changes.
- If you have any questions, please email [pec.tsc@gmail.com](mailto:pec.tsc@gmail.com). We encourage all constructive feedback.
- If you would like to be a part of the Traffic & Safety Committee (TSC), please join us! The TSC is committed to the safety and security of ALL of our children and want your input and support. Contact us at [pec.tsc@gmail.com](mailto:pec.tsc@gmail.com).
- Dogs are never permitted on the campus, including the parking lot. When picking up your child, please leave dogs at home.

### Supervision Before & After School

Before school supervision is provided from 7:45 to 8 AM on the blacktop only. Only children going to ASPIRE or breakfast may arrive at 7:30 AM. Supervision is not provided before 7:45 AM or after school.

Upon arrival, all students must wait on the blacktop. Students are not allowed to wander the campus and/or wait in front of their classrooms.

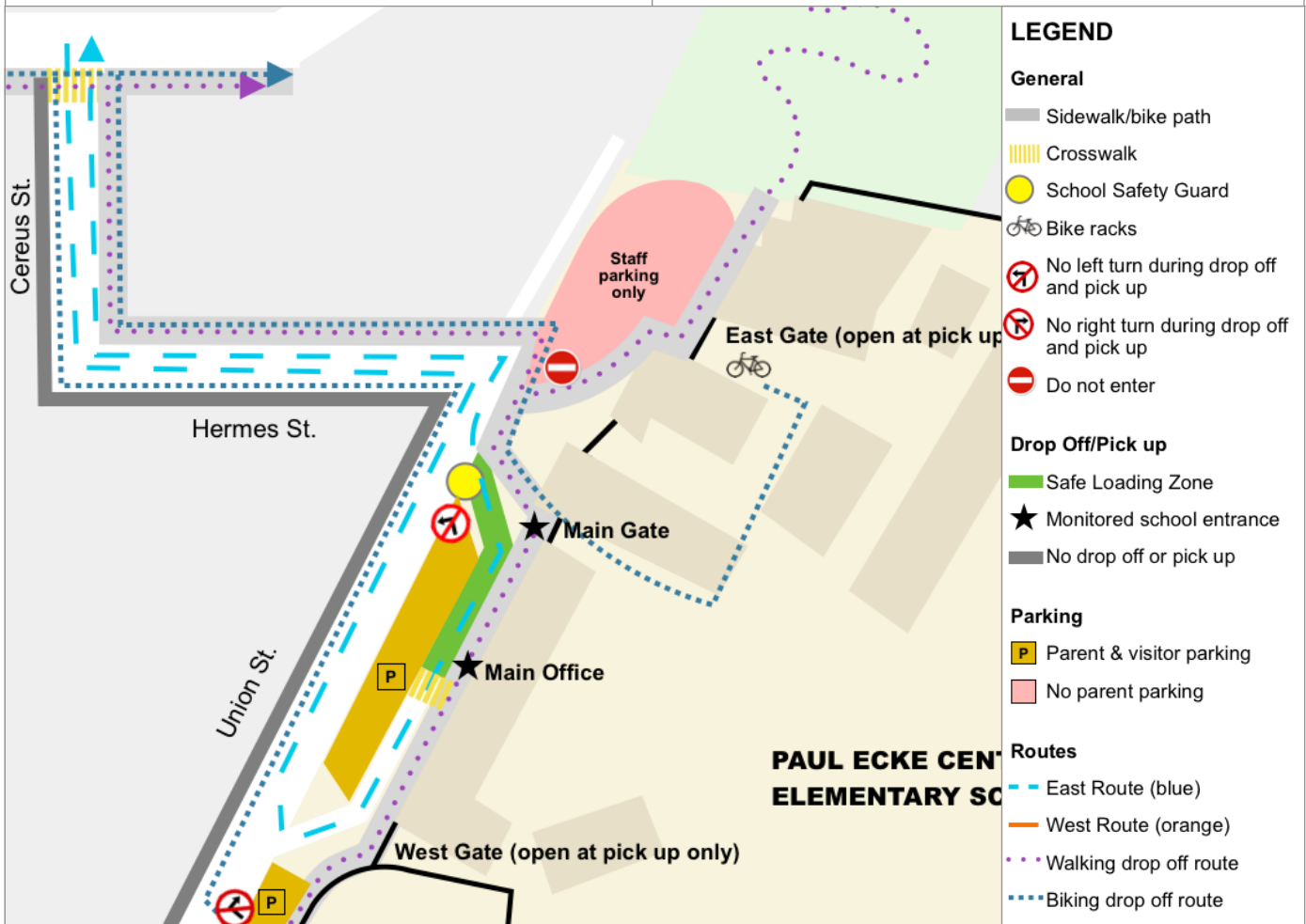
# Drop Off & Pick Up On the East Route (blue line)

## DROP OFF

- Pull your car forward into the green Safe Loading Zone. The green Safe Loading Zone begins after the crosswalk in front of the office and runs up to Union. Drivers may drop-off students along entire length of the green Safe Loading Zone.
- Students can unload from the **passenger side** of vehicle only. The driver should remain in the vehicle at all times and all driver side doors are to remain closed. No trunk unloading is allowed in this zone.
- Keep pulling forward and fill in all gaps in the Safe Loading Zone.
- Have all school materials, including backpack and lunch, ready before student exits vehicle.
- Once your child has exited your vehicle, exit the parking lot via the bypass lane to a driver's left. This lane is for driving only – no loading, unloading or stopping at any time.
- Exit parking lot by turning RIGHT onto Hermes. No left turns are permitted during drop off and pick up.

## PICK UP

- Supervisors will call children from the dismissal waiting area. Students must wait in this designated area, not in front of classrooms.
- Pull your car as far forward into the green Safe Loading Zone as traffic allows. Student pick up is available from the green Safe Loading Zone only.
- No cell phone use is allowed while waiting for your child.
- If arriving before dismissal, please don't idle in the pick up zone.
- No honking or signaling to students from your vehicle at any time.
- Keep pulling forward and fill in all gaps in the green Safe Loading Zone.
- Once your child has entered your vehicle, exit the parking lot via the bypass lane to the driver's left. This lane is for driving only – no loading, unloading or stopping at any time.
- Exit parking lot by turning onto RIGHT Hermes. No left turns are permitted during school drop off and pick up.



# Drop Off & Pick Up On the West Route (orange line)

## DROP OFF

- The Safe Loading Zone is from the bottom of the Kinder Lot on Vulcan up through the Kinder Gate. A sidewalk will be installed here later this year, so please respect the cones and ground markings.
- Pull your car as far forward into the green Safe Loading Zone as traffic allows. Student drop off and pick up is available from the Safe Loading Zone only.
- Keep pulling forward and fill in all gaps in the green Safe Loading Zone.
- Students can unload from the **passenger side** of vehicle only. The driver should remain in the vehicle at all times and all driver side doors are to remain closed. No trunk unloading allowed in this zone.
- Have all school materials, including backpack and lunch, ready before student exits vehicle.
- Once your child has exited your vehicle, exit the parking lot via the bypass lane to the driver's left. This lane is for driving only – no loading, unloading or stopping at any time.
- Exit parking lot by turning LEFT onto Union. No right turn onto Union is permitted during school drop off and pick up.

## PICK UP

- Queuing on the West Route (orange line) can only begin at dismissal time (2:20 PM M-Th; 12:45 PM F) to prevent blocking of traffic onto Vulcan.
- Supervisors will call children from the dismissal waiting area. Students must wait in this designated area, not in front of classrooms and not in the parking lot.
- Pull your car as far forward into the green Safe Loading Zone as traffic allows. Student pick up is available from the green Safe Loading Zone only.
- No cell phone use is allowed while waiting for your child.
- No honking or signaling to students from your vehicle at any time.
- Keep pulling forward and fill in all gaps in the green Safe Loading Zone.
- Once your child has entered your car on the passenger side of your vehicle, please exit parking lot via bypass lane to driver's left. This lane is for driving only – no loading, unloading or stopping at any time.
- Exit parking lot by turning LEFT onto Union. No right turn onto Union is permitted during school drop off and pick up.
- No student loading or unloading is allowed along Vulcan, Union or any neighboring streets.

### LEGEND

#### General

- Sidewalk/bike path
- ▨ Crosswalk
- School Safety Guard
- 🚲 Bike racks
- 🚫 No left turn during drop off and pick up
- 🚫 No right turn during drop off and pick up
- 🚫 Do not enter

#### Drop Off/Pick up

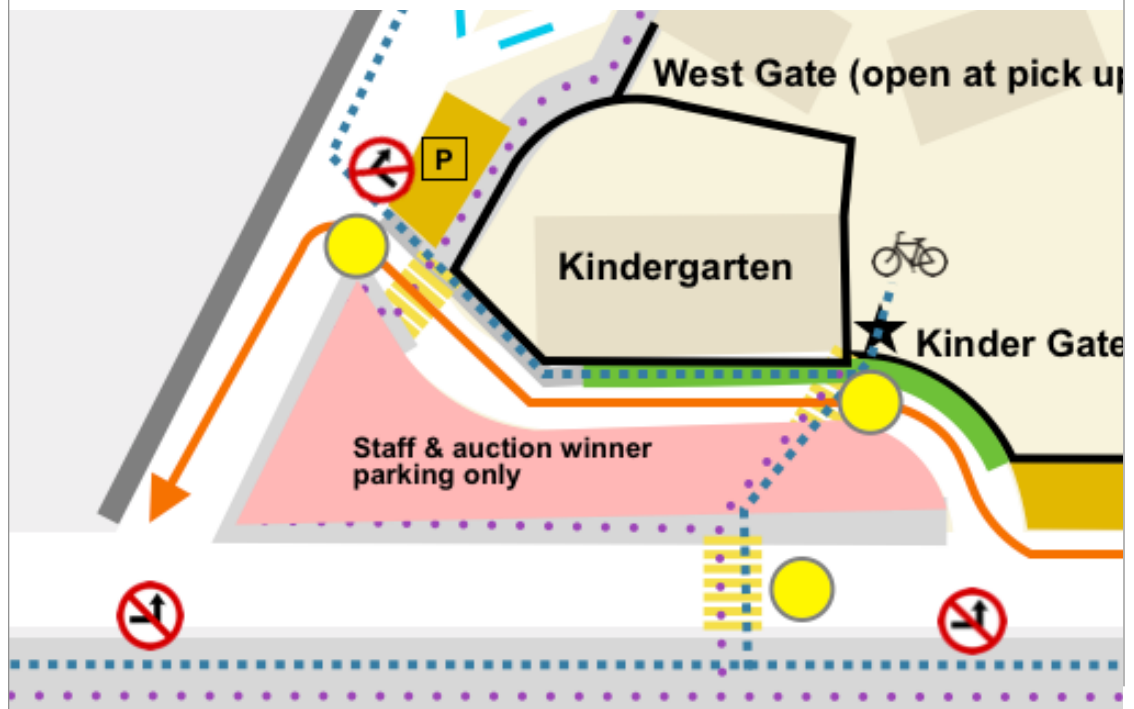
- ▨ Safe Loading Zone
- ★ Monitored school entrance
- No drop off or pick up

#### Parking

- 🅑 Parent & visitor parking
- ▨ No parent parking

#### Routes

- East Route (blue)
- West Route (orange)
- ⋯ Walking drop off route
- ⋯ Biking drop off route



# Special Tips for Kindergarten Drop Off & Pick Up

Our new drop off and pick up procedures will be a vast improvement for our children, including Kindergarteners - both in terms of safety and speed.

Given the limited parking available and improvements to our safe drop off and pick up procedures, those driving to drop off and pick up their Kindergarteners should use the regular drop off and pick up procedures. We know that many of you will chose to park and walk in with your child, especially the first week of school. Please make sure to allow for enough time to find a parking spot and be on the blacktop by 8 AM.

Walking or biking to school still seems to be the best, and most fun option!

## CAR ROUTE CARDS

At Kindergarten Orientation, Kindergarten parents will receive two cards - one orange and one blue - that parents may pin to their Kindergartener's backpack to help staff direct your child to the correct pick up line.

## CAR DASH NAME CARDS

Also at Kindergarten Orientation, parents will receive a sheet of paper to display on the right side of the car dash. Please write your child's name and teacher clearly so that staff can help match Kindergarteners with their respective car. If someone else will pick up your child, make sure they have a name card as well.

## DROP OFF

- After drop off, students should walk to their assigned spot on the blacktop and wait quietly for their teacher.
- Kindergarten Greeters will help students line up in the correct spot on the blacktop.

## PICK UP

- If driving, please arrange your pick up location with your Kindergartener before school.
- If being picked up with a car, pin either an orange or blue card to your child's backpack to help staff direct your child to the correct line.
- All students will be supervised at one of the pick-up locations. You must remain in your car. Your child will be escorted to your car.
- If your child has an after school enrichment class, they will go to their assigned meeting spot.

## PARKING AND WALKING IN

We understand that some of you may prefer to park and walk your child into school. If so, please follow these guidelines:

- Please make sure you are using only designated parking spots or public parking spots.
- Keep the "No Parking Zone" just north of Halcyon Way clear. This is a fire hazard and the sheriff does enforce this zone.
- The business parking lots (Windows and Doors for example) are not public lots and cannot be used for school parking. The neighboring business owners have said they will begin towing cars, at your expense, should you park in their lots. Also please do not block our neighbors' driveways.
- Parking up at Orpheus Park and walking down can be a good alternative for many families.
- If walking in, feel free to walk your child up to the blacktop. However, please be aware that unless it is your scheduled volunteer day, parents are to say good-bye to their child at the blacktop in order for our school day to begin on time at 8 AM. All volunteers will need to stop by the office, sign in and put on a name tag if they are going to stay on campus after 8 AM.
- Kindergarten teachers release children at 2:20 PM on M-Th and 12:45 PM on Fridays. Students are not permitted to leave without a Kindergarten teacher instructing them to do so.

# Drop Off & Pick Up Procedures Signature Form

## PLEASE SIGN AND RETURN THIS FORM TO THE OFFICE

I have received a copy of the Paul Ecke Central Elementary Drop Off and Pick Up Procedures and have had the opportunity to speak with the administration about them. I agree to follow them to the best of my ability and share them with any people who will be involved with dropping off or picking up my child/children.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Child's/Children's Name

## PEC Safe Drop Off/Pick Up 2015-2016

