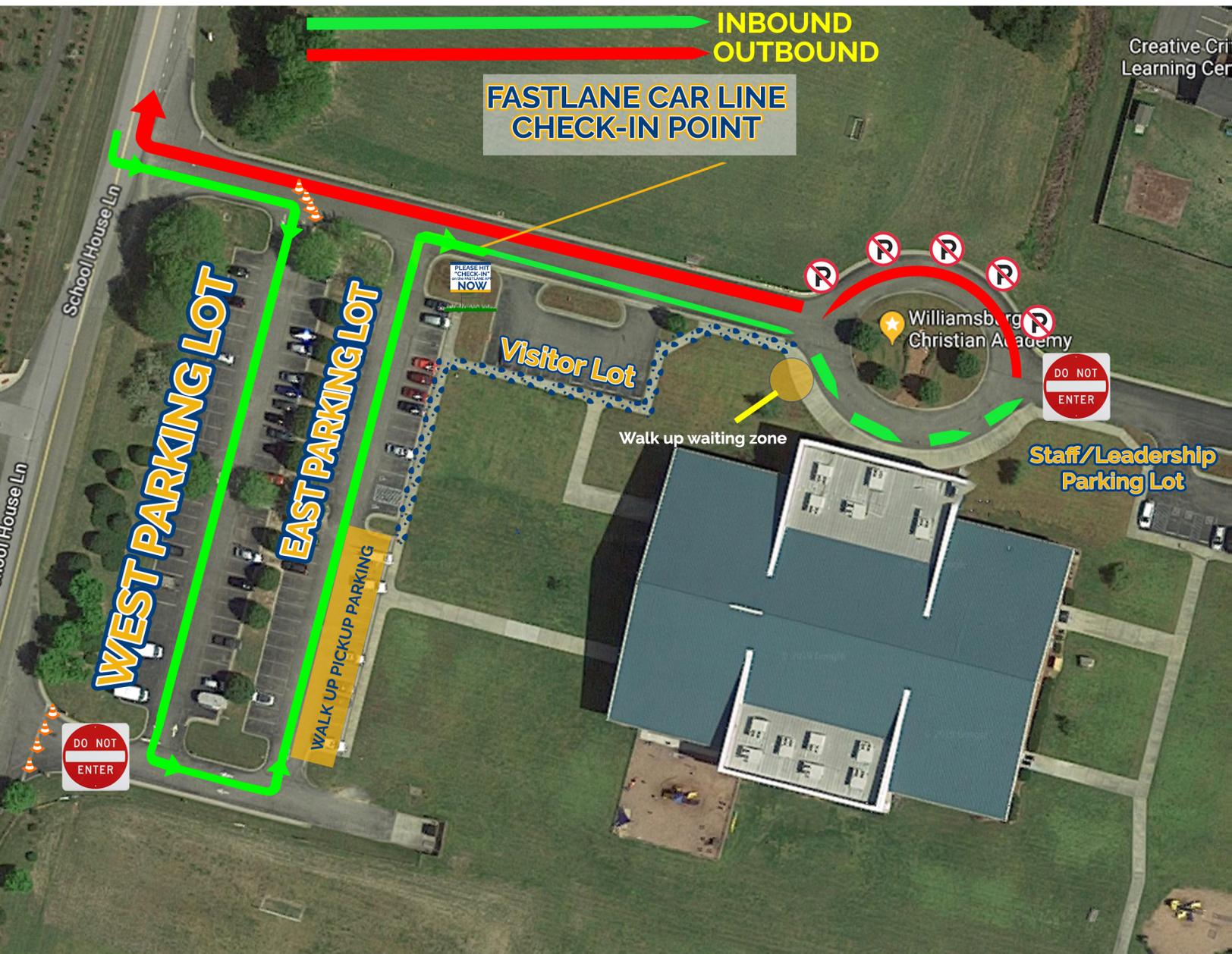


Williamsburg Christian Academy's number one priority in the creation of process and procedure for our drop-off and pick-up rules is the safety of your children. The map depicted below and the listed rules on the rear of this handout represent a concerted effort to arrive at a traffic management solution that both ensures the safety of the student, and conducts efficient and orderly flow of traffic through our facility and adjoining roadways.

We ask that you review these rules, become familiar with the traffic patterns, and abide by all directions and requests so that our drop-off and pick-up is as stress-free and orderly as possible. Your cooperation is greatly appreciated!

(see reverse for detailed Drop-off and Pick-up rules)



DROPOFF PROCEDURES

Please refer to the map on the front side of this guide for identification of described areas

1. Drop-off parking rules are in effect from 7:50AM through 8:15AM (keeping in mind Upper School classes start at 8:05AM) The drop-off schedule is staggered- upper school students should be dropped off between 7:50AM and 8:00AM and lower school students should be dropped off between 8:00 and 8:10AM. To prevent unnecessary delays, Lower School parents should wait until 8AM to pull in front of the school.
2. During dropoff, all students will be dropped off in the front loop of the building. High School students have the option to be dropped off in the Visitors Lot loop, but must enter the building through the front entrance. High school students who drive will park in the West Lot at all times and walk in through the **front doors**.
3. When entering the loop, please pull up to the spot **farthest forward**, without passing a car in front of you. Follow the instructions of any staff member at all times.
4. ALL passengers should be unloaded on the CURBSIDE ONLY. Only parents who must go around to unlock car seats should exit the driver's side, and only with EXTREME CAUTION. To keep the line moving, please have your students ready to exit the car and proceed immediately into the building. Please depart safely when directed to do so by car line coordinators. Be aware of potential departing vehicles coming around you, or staff members proceeding to the leadership/staff parking lot.
5. All students will proceed into the building using the front entrance ONLY.
6. Please be patient when waiting behind parents with small children who must be unloaded from car seats.

PICKUP PROCEDURES

1. Pick-up traffic rules are in effect from 2:40 PM-3:30 PM. On Wednesday, student pickup traffic rules are in effect from 1:55 PM-2:15 PM. Rules will be in effect 20 minutes before through 30 minutes after the planned dismissal time during any other non-standard dismissal times. Pick-up is executed in two separate timeframes. All Upper School students are picked up from 3:15 PM-3:30 PM and from 2:05-2:15 on Wednesdays. Lower School Students are picked up from 3:00 PM-3:15 PM and from 1:55 PM-2:05 PM on Wednesdays. Due to Stonehouse Elementary's coincident pick-up times, those who wish to pick up their student before 3:25-3:30 PM should plan to arrive at 2:45 PM and park to avoid the rush.
2. Pick-up is executed using the FastLane module of the School Dismissal Manager website. This website permits parents to designate when a student will not be in the car line for pick up for any reason. Please see Appendix E for instructions on using the School Dismissal Manager Website. (*see WCA Parent/Student Handbook for more details*). All students, except those who drive or participate in clubs or sports activities, will be picked up at the front entrance of the school using the FastLane system.
3. Cars must check-in to *FastLane* when reaching the designated point marked by signage on the main school driveway (*depicted on diagram-lower school only*). Learning Facilitators will receive that check-in and send your student out for pickup. If a child is called and does not promptly come out for any reason, the parent should expect the car line director to ask them to cycle back to the rear of the carline while waiting for the child to emerge.
4. Cars pulling up in car line will pull up as far forward as possible to the next available spot. Please do not pass cars already in line to occupy a spot in front of them. Always follow the direction of car line staff members.
5. Parents who pull up without checking into the *FastLane* car line system, or who have arrived prior to the assigned timetable for pickup will be directed to exit the car line, and take a position at the end of the line to rejoin car line and check-in.
6. Please be patient when waiting behind parents with small children who must be loaded into car seats.
7. Once you have picked up your student(s), you may pull away from the curb without waiting for the car in front of you, but should be alert to give way to any cars also pulling out to depart as you exit.
8. No cars shall park or stand along the main driveway or the far side of the circle during pickup, as this creates traffic congestion. Car line pickup ends at 3:30PM. After 3:30PM, Upper School student parents should communicate with their student to pick up from the front door lobby area.
9. Any parent who does not wish to use the FastLane car line pickup system, or who has additional business in the school (parent conference, volunteer) is welcome to park in the Walk-up Parking Area, walk in through the main entrance, and check in with the front reception as a visitor.

**PLEASE DO NOT DRIVE IN THE WRONG DIRECTION ON SCHOOL HOUSE LANE TO BYPASS
STONEHOUSE ELEMENTARY CAR LINE TRAFFIC.**