



MORNING DROP-OFF

1. **Campus Opening Time:** Archway Glendale's campus will open for students at 7:00 AM. **Students are not allowed on campus prior to 7:00 AM.**
 - a. **Archway Glendale Student Entrance:** Beginning at 7:00 AM, students may enter the building through the glass lobby doors. **Parents who drive may not park and walk their students to the door.** Parents who walk and Prep siblings may walk students to the glass doors, but not inside.
 - b. **Morning Student Areas:** Students may use the library, multi-purpose room, playground, and field before school. Students will be directed to the proper area when they arrive between 7:00 AM and 7:30 AM.
2. **Morning Entrance:** Parents may enter from 83rd Ave **only**. There are two lanes of traffic entering the parking lot via 83rd Ave. One lane is for vehicles turning right into the parking lot and the other lane is for vehicles turning left into the parking lot. After entering the parking lot, all vehicles must **make a right turn**. **Archway Glendale parents should move into the left lane queue.** Just past the Prep drop-off, Archway Glendale parents will be directed to move to the right into the Archway drop-off lane.
 - a. **One-Way Traffic in Parking Lot (7:00 - 8:30 AM):** Though the parking lot allows two way traffic at other times, from 7:00 AM to 8:30 AM the parking lot becomes two lanes of **one-way traffic** running north and west.
3. **Drop Off:** All vehicles dropping off must **move to the far right Archway drop-off lane and obey the traffic direction of staff members**. Students may only exit from vehicles in the far right lane. The left lanes are only to be used for passing in order to exit the campus. Parking and stopping are not allowed in these lanes. Parents **must remain in their vehicles** when dropping off via the Archway drop-off lane. **Please follow the directions of the faculty members directing traffic in the parking lot.**
 - a. **Crosswalks:** Stopping or parking is not allowed in the crosswalks at any time. The exception is the southernmost crosswalk, which cannot be used during drop-off or pick-up.
4. **Morning Exit:** All vehicles must exit by making a right turn onto 83rd Ave. Please **be aware** of other parents entering the driveway from 83rd Ave and **be courteous** to other drivers. **Left turns onto 83rd Ave are not allowed.**
5. **Parent Parking:** Parents who need to visit the school office should park in the spots on the south end of the lot, across from the school office. Please remember that parking space is very limited. Thus, **parking and walking a student to class is not allowed during morning drop-off except for extraordinary circumstances.**
6. **Late Arrival:** Parents who arrive after 7:40 AM should follow the directions in #3 above, except that tardy students must enter the office to obtain a late pass before going to class.
 - a. If your student is tardy due to an appointment or other excused reason, please park and walk your student to the school office to be signed in.



Afternoon Pick-Up

1. **Parent Arrival:** To ensure quick and efficient pick-up of students, please **do not arrive before your assigned pick-up time**. *Parents who arrive early will have to exit the lot and re-enter the queue lane at the appropriate time.* Please post your pick-up tag in a visible spot on the passenger side of your vehicle and be sure your information is entered into the Ipad. If you forget your tag, please park and bring your ID to the school office.
 - a. **Full-Day Kindergarten – 2nd grade will dismiss at 2:30 PM.** Parents of only K-2 students may come as early as 2:15 for the 2:30 pick-up.
 - If you have a green tag, your pick-up time is at 2:30.
 - b. **3rd grade – 5th grade will dismiss at 2:45 PM.** Families with any students in 3-5 **may not come before 2:40.**
 - If you have an orange tag, your pick-up time is 2:45.
 - c. **Parents who have combined Archway and Prep pick-up may not come before 2:55.** Please display your Archway pick-up tag.
 - You must arrive on campus and be entered in the Ipad by 3:20. After 3:20 you are tardy. Please park and walk to the school office to pick up your Archway student.
2. **Pick Up:** Beginning at 2:30 PM, all visitors must enter the campus from 83rd Ave. All vehicles must **make a right turn** after entering the parking lot. Between 2:30 and 2:55, **Archway Glendale parents should use both lanes in the queue. Beginning at 2:55, combined Archway and Prep parents should move into the left lane queue.** Just past the Prep pick-up, Archway Glendale parents will be directed to move into two lines. Please follow the directions of the faculty members directing traffic in the parking lot.
 - a. **One-Way Traffic in Parking Lot (2:15 – 4:00 PM):** Though the parking lot allows two way traffic at other times, from 2:15 to 4:00 PM the parking lot becomes two lanes of **one-way traffic** running north and west.
 - b. **Pickup Location:** The only designated location for student pick-up is the south end of the east curb.
 - i. Pick up is not allowed in non-designated areas of the parking lot or pick-up lane, along 83rd Ave, Pinnacle Peak Rd, or Planada Ln.
 - c. **Changes To After School Arrangements:** You must communicate to the school office and your student's teacher any changes to your family's normal pick-up routine. If your student is not in the multi-purpose room due to an unannounced change, you will need to park and walk to the school office.
3. **Afternoon Exit:**
 - a. **For those picking up:** All vehicles that picked up through the pick-up lane must exit onto 83rd Ave, **making a right turn. Turning left causes significant backups and extends everyone's time in the queue.**
 - b. **Walking to pick-up:** Please enter the campus carefully, taking care in the crosswalks. If you live east of 83rd Ave, you **must** use the Pinnacle Peak crosswalk. **Do not cross 83rd Ave at Planada.**
 - c. **Student Driver Exit:** Only Glendale Prep's student drivers may exit onto Pinnacle Peak Rd from their designated parking spot.
4. **Campus Close Time:** All students must be picked up by 3:30 PM, when faculty supervision ends.