



Menlo Park Academy

Developing the Potential of Gifted Children

Car Line Guide

Dear MPA Parents:

Every school morning and afternoon, hundreds of vehicles arrive at Menlo Park Academy to drop off or pick up students in a process known as “Car Line.” An effective car line helps ensure that students are dropped off and picked up as safely and efficiently as possible. Although waiting in car line may sometimes feel long, it remains the safest and most efficient way to dismiss students in a commuter school such as ours.

Car line staff are on hand during every car line to direct you. Please remember that most of the adults and any students working car line are volunteers, and their primary concern is the safety of the students. **Following the directions of the car line staff is key to ensuring your children’s safety.** Your patience and understanding are always appreciated!

All cars must go through the car line while it is in progress. Parents may not park and come to the building to pick up or drop off children. Parking and crossing car line is unsafe and slows down the process for everyone. If you need additional time to load/unload your children, there is an area provided to do so (information about this is provided in this guide). There is also no parking or stopping on Walworth Avenue or in the bus staging area. Doing so blocks traffic, causes delays, blocks sight lines for cars exiting MPA, and most importantly, risks the safety of children walking onto campus via the driveways.

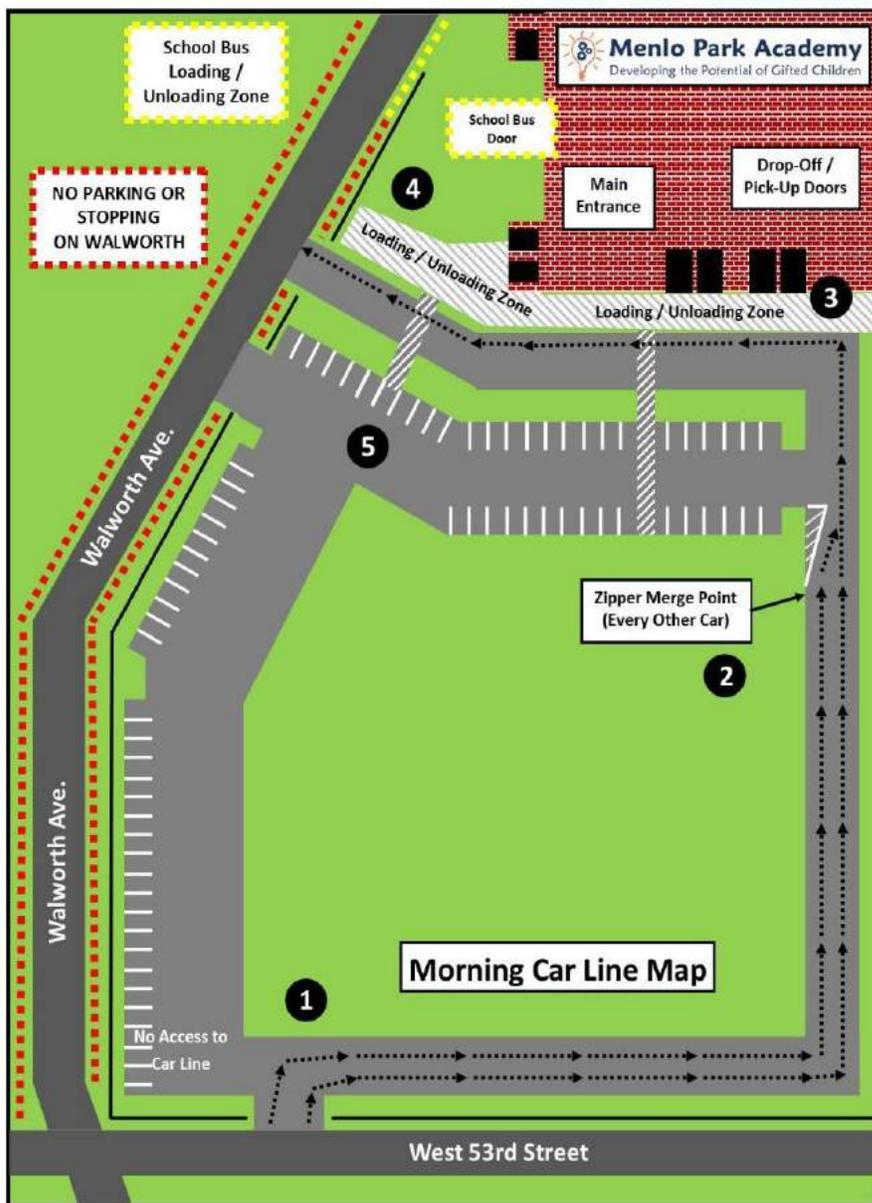
To keep car line moving along quickly:

- Car line staff will be in the loading/unloading zone to open and close car doors and guide students.
- When you approach the drop-off zone, **have your doors unlocked and your student(s) ready to exit the vehicle.** They should be unbuckled with everything in hand and ready to go.
- **Stay in your car.** If you need additional time to help a child unbuckle or buckle, load/unload many students and/or larger items, or just need a bit more time, please pull forward to the delay area so cars behind you may keep moving.
- **Follow traffic directions.** Please pull forward when the car in front of you does and stay as close to bumper-to-bumper as possible to keep cars off the street. Please do not pull out of your lane and around other cars. If it is necessary for the line to advance around a parked car, car line staff will direct you.

(Updated August 2021)

Morning Car Line

- **Drop-off begins at 7:30 a.m.**, although you can line up earlier. If you need to drop off earlier, Edison Club is available starting at 7 a.m.
- **(1) Enter via the West 53rd Street gate.** There is no access to car line via the Walworth Ave. entrance.
- **Please always form two lines** as the line can grow quickly.
- **(2) At the merge point, please zipper merge** (every other car).
- **(3) As you approach the unloading zone, make sure student(s) are ready to exit the vehicle** as quickly as possible.
- Please follow car line staff directions and **pull all the way up to the vehicle ahead.**
- Wait until your vehicle is completely in the unloading area (concrete sidewalk) before allowing students to exit the vehicle.



While in the unloading zone

- **Only students should exit the vehicle.** Please stay in your car. Car line staff will open your door(s) and assist students if needed. If possible, students should only exit on the passenger side of the vehicle. If a student must exit on the driver's side, please alert the car line staff and that person will open the door and guide the student to the sidewalk.
- If you need additional time to unload, please pull forward to the delay area **(4)** and turn on your hazard lights.
- Please do not pull out of your lane and around other cars unless directed to do so by a worker. There is little if any time saved and it increases the possibility of an accident.

- Proceed to the Walworth Ave. exit promptly when ready. Please do not speed on Walworth as there is a great deal of traffic, and not much room to pass busses in their unloading zone.

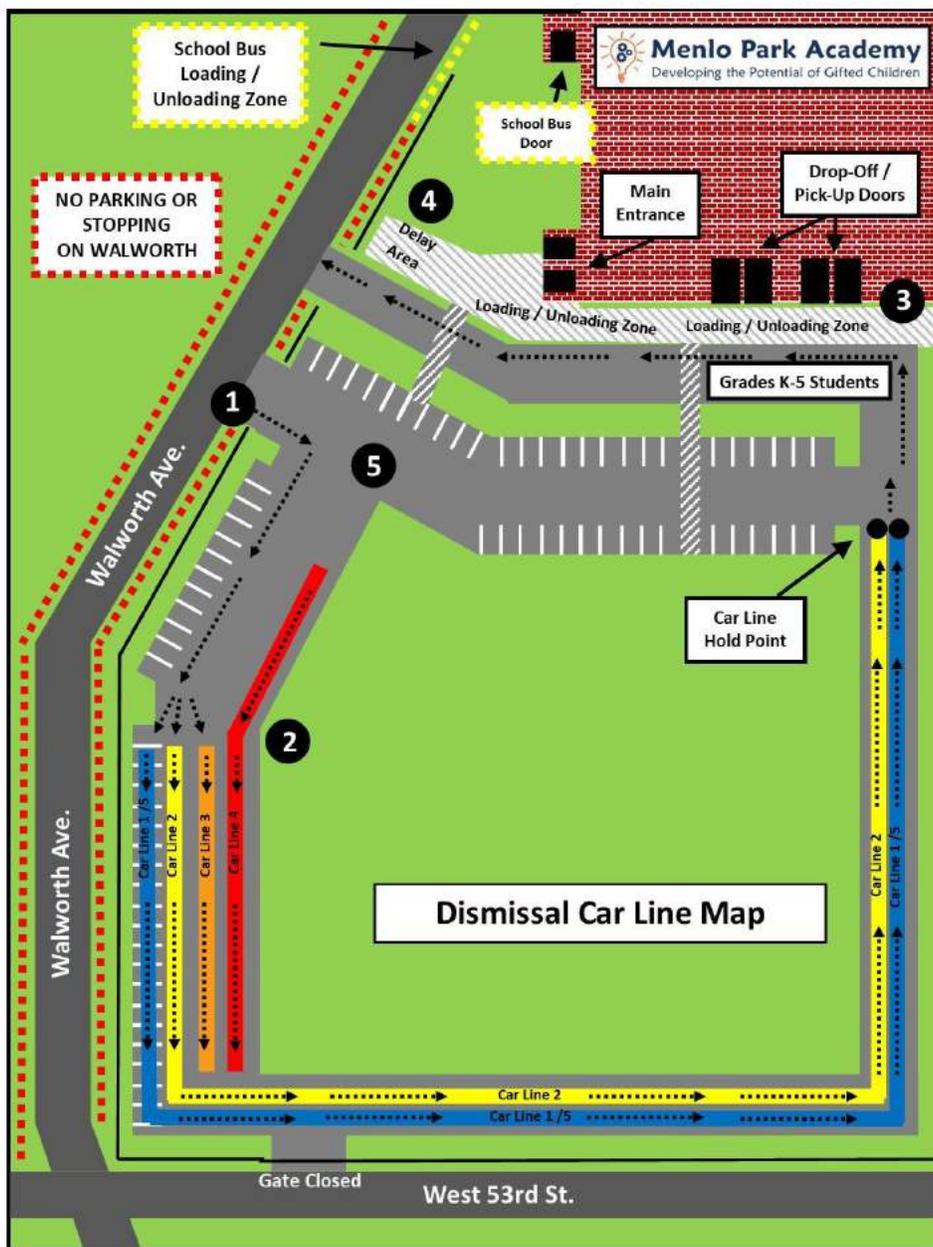
The drop-off area will close precisely at 7:55 a.m. Please remember that ALL students need to be in their class area for morning meeting at 8:00 a.m., so if you are still dropping them off in the front of the building at 8:00 a.m., they will be late for class. Car line staff will identify the last vehicle that will be allowed into the drop-off area and then direct subsequent vehicles to the parking area (5). You will need to park, walk your student to the Main Entrance and sign them in. Any student signed in after 8:00 a.m. is considered tardy.

Inclement Winter Weather Procedure.

Please refer to the morning car line image as you review this procedure. (#)s reference the diagram on the prior page

When snow conditions or inclement winter weather occurs, the W. 53rd entrance will remain open until 8:10 AM (1). Vehicles are to proceed to the drop off area as normal (2) (3). After 8:10 AM, area (5) will be open to the front drive. Vehicles may briefly park to **solely** walk students and sign students in (via the formal main entrance by the flag poles). Students must still be escorted into the building by their adult anytime car line staff are not present.

Afternoon Car Line



- **Pick-up begins at 3:00 p.m.**, although most cars are in line by this time.
- **Enter via the Walworth Avenue driveway (1)** and head to the right (the W. 53rd Street gate will be closed).
- As you approach the line entry point (2), you will be directed by a traffic director into one of four waiting lines. This process ensures that cars line up in the order they arrive.
- As you line up, **pull as close as possible to the car in front of you** to alleviate overflow and traffic backup on Walworth. A traffic director may ask you to pull further forward if necessary.

- Please make sure that your **orange sign with your child/ children's last name is displayed in your front windshield** (this sign will be provided to you at the beginning of the school year). If you are picking up other families' students (carpooling, for example), please display all signs.
- At 3:00 p.m., Line 1 will be released to move toward the loading area (3). Before you approach the loading area, a staff member will radio ahead the names displayed in your vehicle so that students are ready and waiting for you when you arrive.
- When the last vehicle in Line 1 (marked by a magnetic flag placed on it by the traffic director) reaches the hold point, Line 2 will be released to follow. Line 3, and then Line 4,

will subsequently be released to follow the end of the line before them. **There is no zipper merging in the afternoon, so DO NOT CHANGE LANES** as this will only extend your waiting time!

- As Line 1 begins to move at 3:00 p.m., the traffic director at the line entry point **(2)** will begin directing newly arriving cars to follow the last vehicle in Line 1 to fill in the space being emptied, which creates Line 5. This line will be stopped at the hold point while Lines 2, 3 and 4 proceed, so please don't be concerned if you see vehicles that have just arrived passing you by! Only when the last car of line 4 (also marked with a flag) passes will line 5 be released.

While in the loading zone

- Please follow car line worker directions and pull all the way up to the vehicle in front of you.
- Please stay in your car. A car line worker will open your door(s) and assist your child/children if needed.
- If you need additional time to load, or if your student(s) have not come out to the loading zone yet, please pull forward to the delay area **(4)** and turn on your hazard lights.
- Please do not pull out of your lane and around other cars unless directed to do so by a worker. There is little if any time saved and it creates the possibility of an accident.
- Proceed forward to the Walworth Ave. exit promptly when ready. Please do not speed on Walworth as there is a great deal of traffic, and not much room to pass busses in their unloading zone.

Notes

- Students who have not been picked up when car line concludes (typically around 3:30 p.m.) will be enrolled in Edison Club after-care and charged accordingly. You will need to park in the main parking area **(5)** and enter the building to sign them out.
- Menlo Park Academy is not able to accommodate early pick-ups to avoid car line. Any early dismissal requests will be recorded on your student's attendance form, as required by state law. The ODE has a limited list of approved reasons for excused absences, including illness, medical appointments, or religious observances. The office will need a note from a doctor to excuse absences, including early dismissal.

If you have any questions regarding car line, please contact the school's front office at (440) 925-6365 or mpa.frontoffice@menloparkacademy.com.

Car line is more efficient and safer with extra hands, so please consider volunteering for morning or afternoon car line!