

# Riverview Academy Traffic Operation Plan

## Overview

**Hours:** Before Care: 6:30 AM. Office: 7:30 AM. Breakfast: 7:15 AM. School Hours: Grades K-2. 8:00 AM to 2:30 PM. Grades 3-7. 8:00 AM to 3:00 PM.

**Visitor Parking:** Spaces nearest entrance to school.

**Staff Parking:** Next row after Visitor Parking.

**After Care Providers:** Use inner lane (A) and move around entire building to identified location for drop-off and pick-up.

**Rainy Day Dismissal:** This will be announced in advance. Anticipate delays. Students dismissed when safe and underneath the canopy area along the building.

**Early Dismissal:** Students must be signed out no later than 1:45 PM so as to not disrupt regular dismissal.

No parking or stopping in any areas along entrance unless directed by staff. Please follow directions from all staff. Stay in your vehicles, refrain from cell phone use, and be patient! Elementary students are dismissed from classrooms and middle school will be dismissed from the cafeteria.

## Entrance (Fern Hill Drive)

There is only ONE way to enter campus (Fern Hill Drive) and ONE way to exit (Symmes).

Inner lane (A) is reserved for emergency vehicles and day care providers. Also, if you have an appointment, parking is available in the first row nearest school. **PLEASE do NOT park in the lot and walk through carline.**

## Exit (Symmes Road)

Maintain your lane, while in the car line. EXIT Symmes Road - Right lane is right turn only. Left Lane is left turn only! Buckle up and do not use your cell phone! Be safe!

## Drop-off

Drop-off begins at 7:30 AM. Any students dropped off prior to 7:30 AM will be checked into Before Care and charged for the service. Drop-offs may only occur in the designated Drop-off area. Students report directly to classrooms.

## Pick-up

Staging for pick-up begins at 1:45 PM. **Please do NOT arrive any earlier!**

K-2 (BLUE, LANES C and D). Pick-up line will begin at 2:30 PM. Grades 3-7 and siblings (YELLOW, LANE B) pick up line begins at 3 PM. If you are here prior to 3 PM you will be directed through the line to park until 3:00 PM.

**Once in the staging area all vehicles will be held until all students are on the sidewalk or in vehicles!** Again, please obey all directives from staff and remain OFF your cell phones.

Direction: Use two lanes to enter – immediate left turn and follow signs and directions from staff! No cell phone usage once in carline!

Merge at “Keying Station.” This is where your DRIVELINE number is recorded and students are notified that you are here! Have tag displayed on your rearview mirror.

If your student is delayed during pick-up, park in the identified holding area. Your student will be escorted to you.

THANK YOU in advance for your patience and cooperation!