



Parking & Traffic Patterns

Revised September 2019

The main entrance for students is the Squirrel Road Entrance. This entrance will be open for arrival and dismissal from 7:00 - 8:30 a.m. and 2:45 - 6:00 p.m. The Kensington Road Circle Drive will be also be available for students in Grade 4 and below to arrive from 7:00 - 8:30 a.m. and dismiss from 3:00 - 3:30 p.m.

The Chapel/Administration entrance will be open for school administrative needs from 8:30 a.m. - 2:45 p.m. This will be the only entrance available during these times; signage will direct visitors accordingly.

Procedure for Arrival and Dismissal:

- For safety and security reasons, only those listed on the “authorized to release” form may pick up a student.
- To ensure the safety of students, all those who pick up students should be prepared to show a driver’s license or state identification. If the individual picking up a child is familiar to the employee charged with release of children, an identification may not be required.
- Traffic moving into either driveway is one-way and should proceed along indicated lines. To prevent traffic back-ups, cars should be prepared to park in the nearest parking lot until students are ready for pick up.

Pick Up Times: To facilitate both the traffic flow and the safe placement of students into vehicles, ***please stagger arrival times for pick-up to the times listed below.*** If you arrive prior to this time, or if the student you are picking up is not ready, please proceed around the circle and park in the Squirrel Road parking lot until you see the student you are meeting.

- 3:00-3:05: Upper School and Primary School
- 3:15-3:20: Lower School
- 3:20-3:30: Middle School for Girls
- 3:30-3:40: Kensington Hall

Squirrel Road Entrance (formerly the Field House entrance):

- Open Monday through Friday, 7:00 - 8:30 a.m. and 2:45 - 6:00 p.m.
- All visitors to the school must stop and complete a registration name tag, except during regular arrival and dismissal times (7:00 a.m. - 8:30 a.m. and 3:00 - 3:45 p.m).
- When entering the Squirrel Road entrance, proceed toward the drop-off and pick-up locations. When traffic flow is heavy, follow the arrows to loop through the Squirrel Road parking lot and back out to the pick-up and drop-off areas.

Kensington Road Circle Drive (formerly Lower School Circle)

- This entrance is accessed from Kensington Road and is open, supervised and available for arrival from 7:00 - 8:30 a.m. and dismissal from 3:00 - 3:30 p.m., Monday through Friday, when school is in session.
- Primary and Lower School parents who will be picking up students from the Kensington Road Circle will be asked to complete a form indicating this selection.

Chapel/Administrative Entrance:

- Open for school administrative needs from 8:30 a.m. - 2:45 p.m. This will be the only entrance available during these times; signage will direct visitors accordingly.
- The Chapel/Administration Entrance is not available for regular student arrival or dismissal. However, students arriving to school after 8:30 a.m., or leaving school before 2:45 p.m, will need to enter/exit the building using this entrance.
- All visitors to the school must stop and complete a registration name tag.

