

Quarry Lane School

Parking and Traffic Guidelines



As part of our mission in ensuring the safety of our students and minimizing the impact of school traffic to our neighbors, Quarry Lane has developed these guidelines to outline the policies and procedures regarding parking and traffic into and out of our campus. The purpose of the Traffic and Parking guide is to ensure the safety of our students to and from campus, as well as minimize the impact of our traffic to our neighboring communities.

We ask that all members of the Quarry Lane community adhere to these guidelines, and demonstrate responsibly and respect towards our neighboring communities.



General Traffic Rules on Campus

Safety is our number one priority in establishing traffic policies for our campus. Obeying and observing the following rules is a condition of enrollment and employment at The Quarry Lane School.

- Respect and follow the directions of traffic monitors.
- Please drop-off and pick-up students in the areas designated as Loading Zones only. **DO NOT** stop to drop-off or pick-up your student in any other area within the traffic loops on campus.
- Do not double park at any time.
- Do not block intersections on campus.
- Do not park along the red curb; this is not a designated parking area.
- Do not use your cell phone while queuing in traffic.
- **Do not allow any part of your vehicle to protrude into traffic; do not pull into campus unless you have a full car length in front of you available.** This is a violation of CA traffic laws.
- Use designated crosswalks **ONLY** when crossing through the traffic queue and driveway. Cross only when designated by QLS traffic monitors or faculty/staff members.
- Do not exceed the campus speed limit of 5 MPH at any time. Do not speed up under any circumstances—whether you are running late, attempting to make a green light



Quarry Lane Campus Queue

The Quarry Lane Campuses have a limited amount of space to accommodate the volume of traffic during drop-off and pick-up. In addition to following the parking and traffic rules, we have established a queue to facilitate the flow of traffic and most importantly, ensure the safety of our students as they arrive and depart campus. Please ensure that students are dropped off and picked up in the designated **Loading Zones ONLY** (areas marked as green).

Dublin East Campus Queue



Quarry Lane Campus Queue

Dublin West Campus Queue

ZONE 1

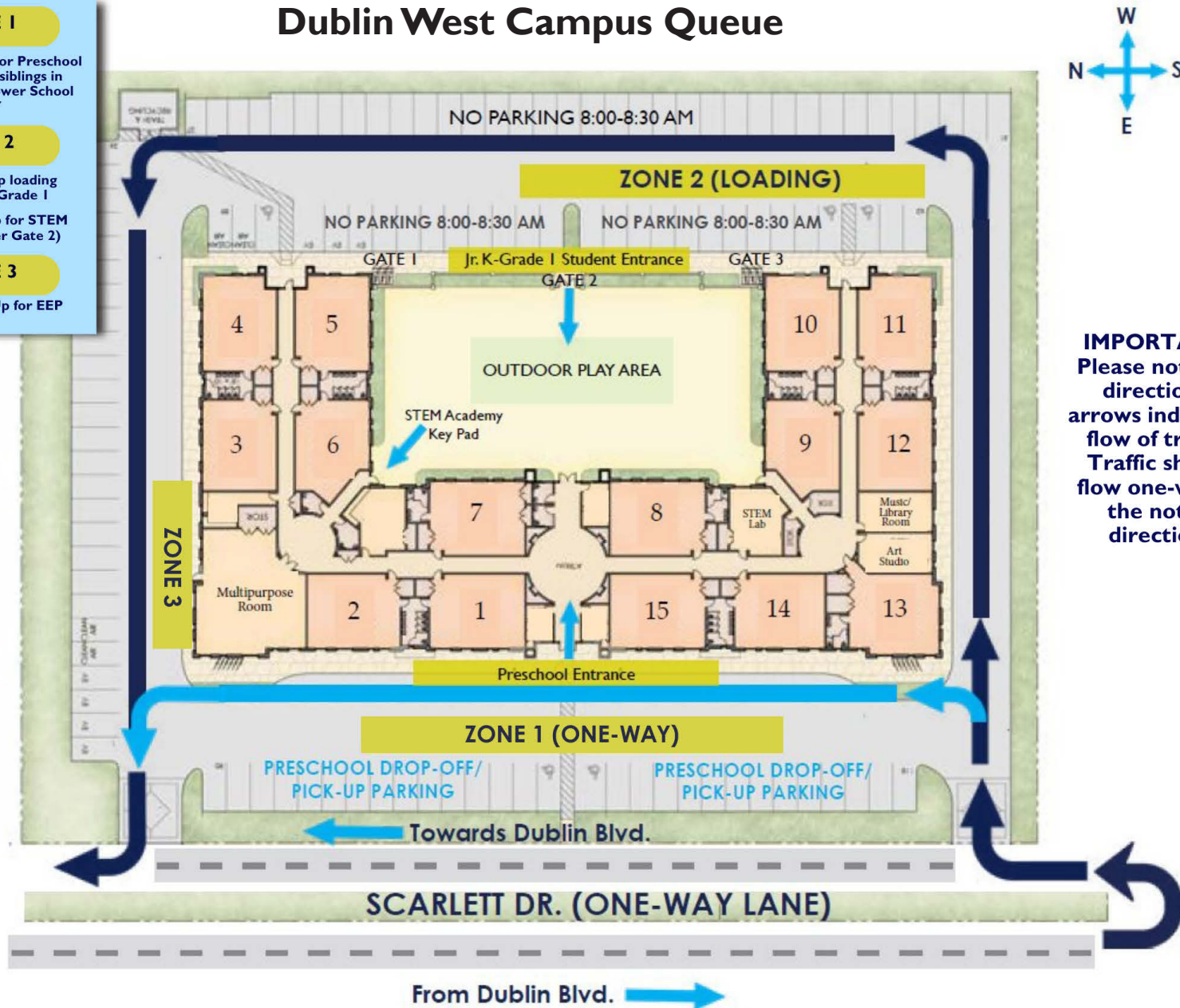
Drop-off/Pick-Up for Preschool
& families with siblings in
Preschool and Lower School
ONLY

ZONE 2

Drop-off/Pick-up loading
zone for Jr. K-Grade 1
Drop-off/Pick-up for STEM
Academy (enter Gate 2)

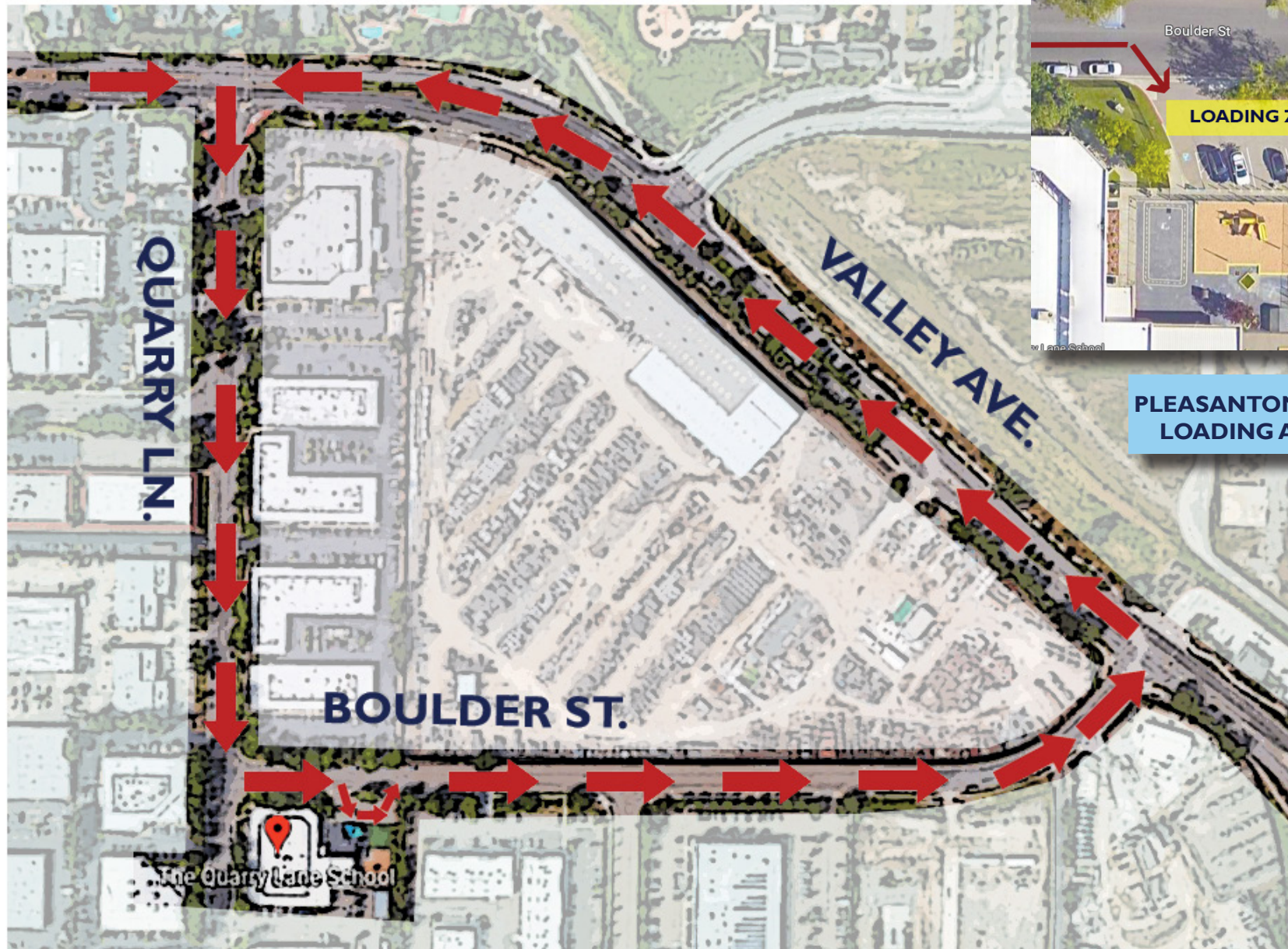
ZONE 3

Drop-off/Pick-Up for EEP



Quarry Lane Campus Queue

Pleasanton East Campus Queue



PLEASANTON EAST
LOADING AREA

Lower School Queue Procedures

MORNING DROP-OFF

Lower School Morning Queue

- Morning drop-off begins 10 minutes prior to your student's start time.
- Faculty and/or staff monitors will help your child from the vehicle.
- Please ensure their belongings are readily available for the monitors to help unload your child(ren). **Do not pack any backpacks or belongings in the trunk.**
- Please ensure carseats and booster seats are placed on the side of the car that your child exits from.
- Students should exit on the curb side only; drivers should remain in the car at all times. Parking is not permitted on campus during morning drop-off. Parents/guardians must stay in the vehicle at all times.
- Do not pull out of the drop-off lane into the pass-through lane once you have dropped off your student. Please remain in the drop-off lane and progress forward until the merge after the crosswalk, or once in a safe position to do so.
- Considering the number of vehicles that are driving on campus during morning drop-off, it is absolutely critical that no Lower School student is walking on campus without an adult present during this period.
- All students who are driven to school must be dropped off at our designated loading zones ONLY. Please do not drop your child off anywhere else.

AFTERNOON PICK-UP

The pick-up queue will begin 5 minutes AFTER your student's dismissal time. Please do not attempt to arrive on campus until 5 minutes after your student is dismissed from class. Any cars attempting to access campus for pick-up prior to that will be directed off-campus.

Lower School Afternoon Queue

- Colored placards corresponding to your student's grade level should be displayed on the front window of your vehicle. Placards may be requested at the Lower School office.
- Faculty or staff monitor will walk and help load your student into your vehicle. Parents/guardians must stay in the vehicle in the pick-up queue.
- Do not stop to speak with teachers who are loading students. If a conference is needed, please contact the teacher via email to schedule.
- Parking on campus is not permitted during pick-up, except for parents/guardians picking up from EEP.
- Carpools need to be organized prior to the start of the day. Please ensure all students in your carpool are aware of who will be picking them up. Refer to the Pick-Up Policies and Procedures for additional guidelines

Pick-Up Policies and Procedures

Siblings & Extended Care Pick Up

Students (Grades JK-5) with older siblings may stay in the Extended Care program until their sibling's dismissal. Older siblings should collect their younger siblings at EEP for pick up.

Dublin West & Pleasanton East Campus ONLY - Families with siblings in both the Preschool and Lower School Programs may park in the designated zone for preschool to drop off all children using the protocols for preschool.

Designated Pick Up Policies

- Please make sure that all designated pick-up persons are noted on your student's emergency pick-up list, which can be updated electronically on the Parent Plus Portal at any time.
- If you must add and/or change authorized pick-up person(s), authorization for the pick-up must be communicated to the School Office via email or an authorization for pick-up form must be completed and submitted to the office.
- Students who must leave school before regular dismissal must be signed out in the School Office by a parent or otherwise identified and authorized adult.

Lower School-Only authorized people will be allowed to pick-up your student. Identification (picture I.D., such as a valid driver's license) must be presented at the office when a person other than a parent comes to pick-up your student. If a student must be picked up by an adult not listed on the emergency form, parents must immediately email permission to the Lower School office. Permission in writing must include (1) your name, (2) first and last name of your student(s), and person you are authorizing to pick up your student (s) and (3) the action you are authorizing, for example, "I, Jane Doe, authorize John Doe to pick up my student,(student name[s]) from The Quarry Lane School".



Middle and Upper School Queue Procedures

MORNING DROP-OFF

Middle and Upper School begins as indicated on the instructional bell schedule. Students arriving after the start of their first period of the day need to go to the School Office to receive a tardy slip before entering class.

Middle and Upper School Morning Queue

- Parents/guardians should follow the Upper Level Loop.
- Students must be dropped off at designated Loading Zones ONLY. Do NOT drop students off in front of Building #1, or at any other non-designated point.
- Students should exit on the curb side only; drivers should remain in the car at all times.
- Always pull forward to the preceding car.
- Only cross at the crosswalk and when instructed to by the traffic monitors or QLS faculty/staff member.
- Students with a Lower School sibling may be dropped off with their siblings in the Lower Level Loop.

AFTERNOON PICK-UP

Dismissal times for middle and upper school can be found on the instructional bell schedule. Please arrive no earlier than 5 minutes AFTER your student's designated dismissal time. If you arrive before your designated time, you will be asked to drive around and park until your designated pick-up time. Do not queue in the turning lanes to enter campus prior to dismissal time. This is a violation of traffic laws and will cause a backup on the road.

Students who must leave school before the regular dismissal time must be signed out in the School Office by a parent or otherwise identified and authorized adult.

Middle and Upper School Afternoon Queue

- Upper School parents/guardians will pick up using the Upper Level loop.
- Students with a younger sibling(s) in Extended Care should collect their sibling(s) from EEP and proceed to the Lower Level Loop for pick-up.
- Carpools need to be organized prior to the start of the day. Please ensure all students in your carpool are aware of who will be picking them up. Refer to Pick-Up Policies and Procedures for additional guidelines.

Transportation Options

Bus Options

The Wheels Bus service operates routes throughout the Tri-Valley area for those interested in utilizing public transportation to and from the Quarry Lane Dublin East campus.

For information about the Wheels Bus service, routes and schedules, visit:
<http://www.wheelsbus.com/routes-and-schedules/>

Rideshare and Other Transportation Services

All taxi and/or third party taxi transportation services (including, but not limited to Flywheel, Uber, Lyft or other taxi services.) are only allowed on campus 15 minutes after the latest school dismissal. If your student commutes to and from school in a commuter van, the company must be bond-ed and secured. Any third party taxi or van transportation service must abide by all traffic laws and traffic guidelines set forth by The Quarry Lane School. If third party taxi or van transportation services repeatedly disobey traffic laws or guidelines, they may be asked not to return.



Special Event Parking

Quarry Lane hosts a number of special events on campus throughout the school year. For these events, the school will often arrange for parking to be temporarily allowed along the main roads near the campus. Please check the event invitation and/or emails regarding the event to ensure that parking will be available along public streets.

Once the lots on campus are full, we ask that you do not illegally park or double park.

As always, please be safe, courteous and respectful as you enter and exit the event.

Consequences

The Quarry Lane School traffic monitors are instructed to make note of any violations to the parking and traffic guidelines set forth by the school. Violations to these guidelines may result in any or all of the following measures.

- You may receive an email or phone call from the school.
- You may be required to meet with a school administrator.
- You may be required to meet with the Head of School.
- You may lose the privilege to pick up your student on campus.
- A student's enrollment agreement and/or an employee's employment agreement may be withheld.