



Epiphany School and Epiphany Parish: Good Neighbor Policy & Campus Traffic Management Plan

Epiphany School and Epiphany Parish are committed to respecting the rights of its campus neighbors, and to ensuring the safe and efficient management of traffic during operating hours (Monday through Friday, from 7 am to 6 pm). As such, we ask all of our community members to abide by the following procedures:

- 1)** All drivers must drive safely and obey all City of Seattle posted traffic laws, including those related to parking and speed.
- 2)** During drop-off and pick-up times, all drivers must obey instructions from Epiphany School traffic management staff.
- 3) Parking:**
 - Epiphany Parish staff can park in the lower parking lot (Howell Street); on the north side of Denny Way; and on neighboring streets. Carpooling is highly encouraged.
 - Epiphany School staff members may park in the Epiphany School garage, on Denny Way, or on Howell Street (east of 36th Ave E.).
 - Parking on 36th Ave E between Howell Street and Denny Way is *not permitted* for any Epiphany School or Epiphany Parish staff or community member.

4) Drop-Off and Pick-up Procedures:

On days that Epiphany School is in session, the carpool area (directly along the south side of Denny Way adjacent to Epiphany Parish) is reserved for active student drop-off and pick-up during the mornings (8-8:30 am) and afternoons (3-3:30 pm).

- In the morning, any kindergarten through fifth grade student who is not walked to class by his/her parent/guardian(s) may be dropped off in the designated area on the south side of Denny Way.
- In the afternoon, parent/guardian(s) of kindergarten through fifth grade students may line up on the south side of Denny Way and wait for their student to be directed to their vehicle by an Epiphany School staff member.



- Adults must remain in their car at all times while waiting the drop-off/pick-up line. Students should not be dropped off on Howell Street or any surrounding streets without adult supervision.
- Pre-kindergarten students must be picked up in their classrooms and signed out by their adult.

Additional Epiphany School drop-off/pick-up considerations:

- Traffic around our campus should flow on a clockwise fashion.
- U-turns on surrounding streets are not allowed at any time.
- Make sure your student knows if he/she is to be picked up by a carpool in order to be ready and waiting.
- While waiting for the student(s) to board your vehicle, please pull as far forward as possible to leave room so that other cars can pull up behind you. If there is no more room in the pick-up area, please drive around the block and wait for the line to move forward.
- For the health of school employees patrolling the carpool line and others, please turn off your engine while you are waiting.
- Please be aware of the crosswalk and the crossing guards as they are crossing students and adults over Denny Way.
- As the cars ahead of you are loaded, pull forward to the next available empty spot and wait in your car for your student(s). Stay in your vehicle while an Epiphany School staff person directs the student(s) to your car.

Any questions? Feel free to contact:

Jennifer B. Elkin
Head of School
Epiphany School
206-323-9011

The Revered Doyt L. Conn Jr.
Rector
Epiphany Parish
206-324-2573

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