

TCA North Campus CARPOOL PROCEDURES

Carpool typically takes a bit longer during the first few weeks of each school year as we all get acquainted to the campus and the carpool system. This system only works efficiently if we all do our part. Following these guidelines will make our peak traffic times both efficient and safe for all.

- Thank you for following all posted signage and traffic laws.
- Thank you for complying with our teachers/tutors on carpool duty who keep our students safe.

State Laws

- State law prohibits smoking/vaping while on school property/educational institutions.
- Use of cell phones is prohibited for anyone under 18 years old while driving. For all others, hands free use of cell phones is recommended. It is illegal for drivers of all ages to text while behind the wheel in Colorado. Please help us limit distracted driving for the safety of our staff and students.

Cutting through Private Properties / Banana Lot

Please honor our neighboring (private) properties – TCA is surrounded by private property. Such properties can subject individuals to ticketing, towing, fines, and/or other legal action. The following are some properties that continue to work closely with TCA to ensure that access to their businesses are not limited during our heavy traffic carpool times:

- Bella Springs Apartments – This property is for resident and visitor traffic only. Do not cut through their complex in order to bypass Voyager traffic.
- Progressive Insurance – Those who use this as a drop off / pick up location may be ticketed.
- Community Bible Study/Idyllwild Office Park – This is not a permitted drop off / pick up location. Signs are posted reminding drivers this area is private property and violators are subject to ticketing and towing.
- The newly constructed turn lane off of southbound Voyager is intended for access to future businesses in the office park. All arriving and exiting traffic are to use Stout Road only.

Banana Lot – The small, curved lot north of the football field is called the “banana lot”. This lot is designated primarily for our new sophomore drivers who need room to back out. This lot is closed during carpool.

Enter/Exit

Entering Campus – When you enter the campus from Voyager, there will be two continuous lanes that lead to and away from the school building. Getting into the appropriate lane as soon as possible will help with traffic flow.

- **High school** parents (followed by those with **elementary students 3-6** at 3:20 PM) will enter the campus from the LEFT lane that leads to the secondary (east) side of the campus.
- **Junior high** parents (followed by those with **elementary students K-2** at 3:20 PM) will need to be in the RIGHT lane that leads to the elementary (west) side of the campus.

Exiting Lane Choice – Lane choice in exiting TCA is also important. Please move to the appropriate (continuous) exit lane as early as possible. The left lane will be used for cars making a left (northbound) onto Voyager; the right lane is for cars making a right (southbound) onto Voyager.

Drop Off

Morning Drop-off – Please plan on arriving 15-20 minutes before the start of the school day. The drop-off congestion is usually the worst within the last 10 minutes. Please plan accordingly while also keeping the weather in mind.

- **You are free to drop off at any of the secondary or elementary locations** (either side).
- During peak drop-off times, **please progress fully down the curb** to allow as many cars behind you to do the same. Those who stop early and do not progress during peak time can quickly back up traffic.
 - It's okay if your exact drop-off location varies each day.
 - All exterior doors lead to all destinations within TCA North.

Pick Up

Pick-Up Window – Secondary (JH/HS) dismissal is at 3:00 PM. Elementary is at 3:30 PM. During these staggered release times we share the same pick up locations. To make the 30-minute separation most efficient:

- 1) **Secondary** students should be ready and be picked up by 3:20 PM
 - a. Not including those in sponsored activities/athletics
 - b. Those junior high students attending afterschool workshops (Monday-Thursday) should be picked up after the conclusion of the elementary carpool timeframe.
- 2) **Elementary** vehicles should **not arrive earlier than 3:20 PM** so curb space can be used for the secondary dismissal first. Early vehicles will be asked to circle the loop to make room.
 - a. Please display your mirror placard while on campus.

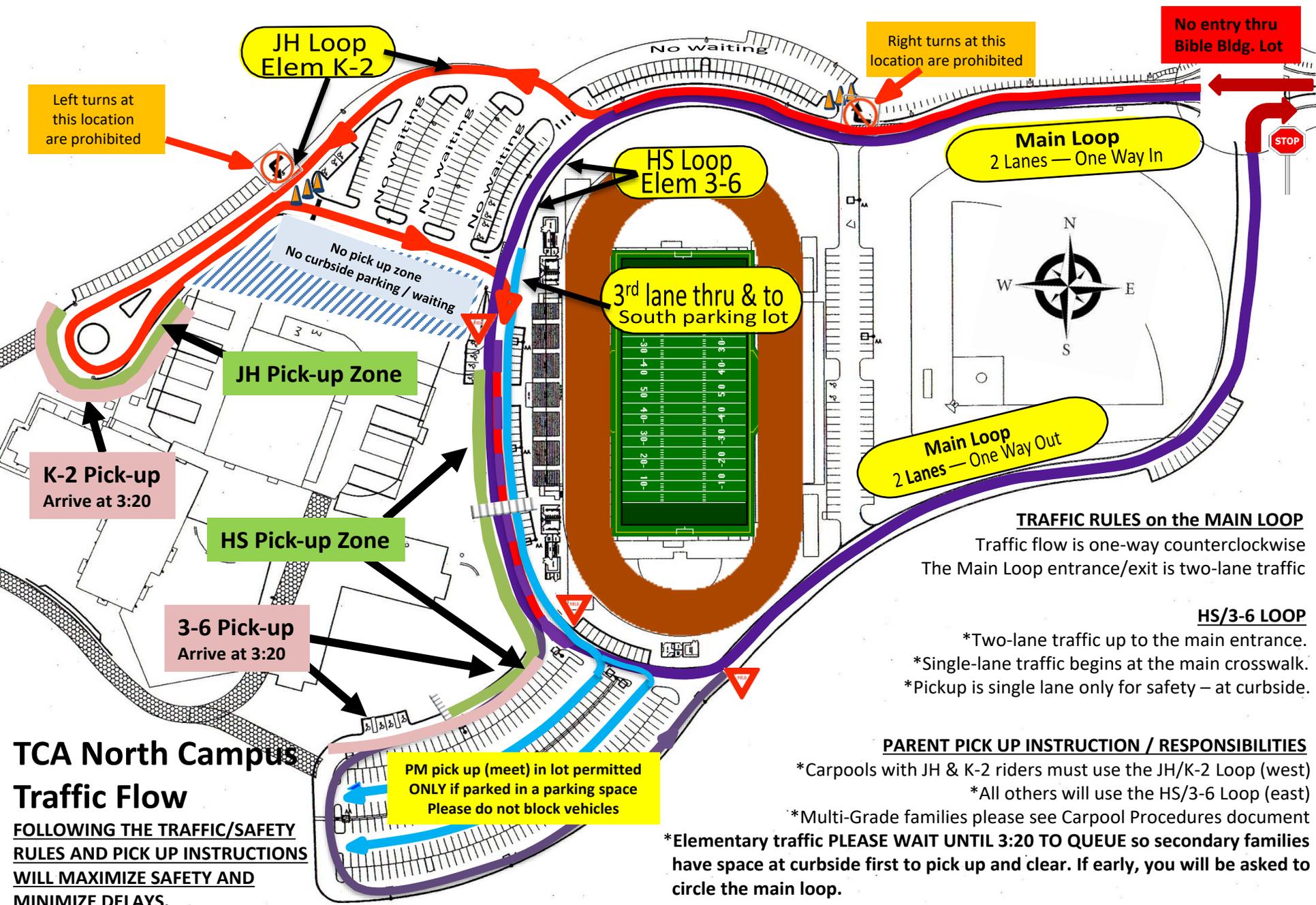
Pick-Up Location – During peak pick-up times, **please progress fully down the curb** to allow as many cars behind you to do the same. Students can safely walk along the sidewalk to find your vehicle. It's okay if your exact pick up location varies each day.

- **High school** parents will pick up their student curbside along the auditorium, on either side of the main entrance crosswalk and all the way down around to the lower (Atrium) entrance (see green highlighted zone on map). *PLEASE PROGRESS carefully as spaces open ahead of your vehicle.*
- **Junior high** parents will pick up their student on the elementary side (see green highlighted zone on map). *PLEASE PROGRESS carefully as spaces open ahead of your vehicle.*
- **Elementary** pickup locations are split by grade levels.
 - **Kindergarten – 2nd grade will be picked up by the elementary school entrance**, as in past years (see pink highlighted zone on map). *PLEASE PROGRESS carefully as spaces open ahead of your vehicle.*
 - **Students in 3rd – 6th grades will be escorted to the secondary carpool lane and will be picked up there** (see pink highlighted zone on map). *PLEASE PROGRESS carefully as spaces open ahead of your vehicle.*

Multi-Grade Pick Up – Families with students at multiple grade levels will make arrangements with their children to pick them up from one location using these guidelines:

- Parents with children in **secondary and elementary** will pick-up their children using the elementary guidelines. The secondary student will meet their sibling(s) at the designated elementary pick-up location. These families should arrive no earlier than 3:20 PM.
- Parents with children in **both junior high and high school**: Junior High students will join their High School sibling on the High School (east) curb for pick-up. All other JH students are to be picked up on the elementary side.

Student Drivers – Student drivers are not allowed to drive in elementary carpool. Student drivers should walk with their younger siblings to or meet them at their parked vehicle. *Drivers are asked to wait in their vehicles until the elementary release.*



**JH Loop
Elem K-2**

Left turns at this location are prohibited

Right turns at this location are prohibited

No entry thru Bible Bldg. Lot

**HS Loop
Elem 3-6**

**Main Loop
2 Lanes — One Way In**

3rd lane thru & to South parking lot

JH Pick-up Zone

**K-2 Pick-up
Arrive at 3:20**

HS Pick-up Zone

**Main Loop
2 Lanes — One Way Out**

**3-6 Pick-up
Arrive at 3:20**

TRAFFIC RULES on the MAIN LOOP

Traffic flow is one-way counterclockwise
The Main Loop entrance/exit is two-lane traffic

HS/3-6 LOOP

- *Two-lane traffic up to the main entrance.
- *Single-lane traffic begins at the main crosswalk.
- *Pickup is single lane only for safety – at curbside.

PARENT PICK UP INSTRUCTION / RESPONSIBILITIES

- *Carpools with JH & K-2 riders must use the JH/K-2 Loop (west)
- *All others will use the HS/3-6 Loop (east)
- *Multi-Grade families please see Carpool Procedures document
- *Elementary traffic PLEASE WAIT UNTIL 3:20 TO QUEUE so secondary families have space at curbside first to pick up and clear. If early, you will be asked to circle the main loop.

STUDENT DRIVERS

*No students may drive through Elementary carpool. Student drivers must park/remain parked in their respective lot and either escort younger siblings to, or meet at vehicle

**TCA North Campus
Traffic Flow**

FOLLOWING THE TRAFFIC/SAFETY RULES AND PICK UP INSTRUCTIONS WILL MAXIMIZE SAFETY AND MINIMIZE DELAYS.