



*"Personalized learning through educational discovery:
Building 21st century leaders; one project at a time."*

ELEMENTARY TRAFFIC PROCEDURES AND AGREEMENT

For the safety of all students, please abide by the following traffic rules:

1. Travel no more than 5 mph while onsite.
2. Do not block the school entrance when picking up or dropping off your student.
3. U-turns are not permitted on Mountain Vista during an active school zone.
4. Do not stop or park ANYWHERE on Mountain Vista for drop off or pick up of your students.
5. Do not park or drop off your students in front of or in Carol Circle (the street to the north of EKA).
6. Parking in the travel lanes is prohibited. (Outside lane is a travel lane before 7:20 am)
7. Always watch for students crossing or walking through travel lanes on campus.
8. Students are considered tardy at 7:50am.
9. Students will not be released between 2:45pm and 3:00pm. If you must pick up your student before the end of the school day, please be aware that it will be considered an absence and will require the appropriate absence note.
10. Students will not be released early to anyone other than a parent/guardian.
11. Traffic flows counter-clockwise around the school during peak pick up and drop off times. (7:15 - 8:15 and 2:30 - 4:00)
12. Please note that from 2:30pm to 4:00pm traffic on campus is ONE WAY. If you come to pick up a student during these times you may be delayed in your departure.
13. Elementary students will not be released to anyone under 18 years of age.
14. Do not block bus parking spaces during afternoon Valet.



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7:20am – 7:45am Valet Drop-Off

School begins at 7:45. Students are considered tardy at 7:50. If your student arrives after 8:00 the parent/guardian must sign them in at the front desk.

Parents will drive passing all three buildings and stopping in front of Building A. Explore Knowledge Academy (EKA) staff members will be waiting to open car doors and welcome your children to school each morning! Students will be escorted inside the building where additional staff will assist them in getting to their appropriate advisory. Advisors will be in their doorways to greet the students and get them started on their day. We request that you use the valet service rather than park and walk your child to the entry. Parents will not be permitted to accompany their students to their classrooms. **PLEASE do not** stop along the driving pathway except at the front valet area so that traffic will flow smoothly. **PLEASE do not** allow your children to get out of your vehicle until they reach the front valet area for their safety.

3:00 pm – 3:20 pm Pick-up

Parents will be given a windshield placard with student's first initial and last name for identification. Each grade level is a different color. Please place these in your car and hang visibly on the rear view mirror. This will assist the team during pick up to identify your car and have your student ready.

If you arrive on the property before the gates open, we ask that you park in a parking space closest to the gate by Building C and not form a line of cars blocking the parking lot area.

As cars drive on to the property, the student's name and grade level will be given to staff inside the building so that your student can be brought to the appropriate exit point. Once your car is at the front of the queue, your child will be escorted outside and then EKA staff will assist your child into your car. Again, **PLEASE do not** stop anywhere along the traffic path except the valet area. Parents will not be permitted back to the advisory areas. If you have a need to speak with your child's advisor, please email them directly or call the office to schedule an appointment.

Parents must provide placards if they choose to walk up rather than use the valet system to retrieve their students at the end of the day. If you do not have your placard, a photo ID must be presented to front office staff.