

PCA Morning Drop-Off Procedures

NORTH PARKING LOT

Entering from Knight Boxx Road

The north entrance has **two entry lanes and one exit lane**. Use either inbound lane, following these restrictions:

Before 7:45 a.m.: The center lane is reserved for **Extended Care, Safety Patrols, and Tots**. All other vehicles must use the far-right entry lane.

Inside the open parking lot, the two entry lanes expand into **four waiting lanes**. The far-left waiting lane remains reserved for Extended Care, Safety Patrols, and Tots until 7:45 a.m. All other vehicles may wait in any of the remaining three lanes.

Waiting and Merging

Stop at the **end of the parking islands, at the waiting-area line**. Wait for staff instructions before turning left into the drop-off lane.

Extended Care, Safety Patrols, and Tots may use the drop-off area as needed **before 7:45 a.m.** Beginning at **7:45 a.m.**, these vehicles must also stop and wait for regular carline drop-off to begin.

At **7:46 a.m.**, staff will direct the first four vehicles - one from each waiting lane - to turn left into the single drop-off lane.

For morning drop-off, vehicles will merge just as they did last year: **one vehicle from each lane, moving from left to right - Lane 1, Lane 2, Lane 3, then Lane 4**. Lane 1 is the far-left, inside lane. Staff will organize this movement. Please wait for their signal.

Unloading at the Drop-Off Stations

The single drop-off lane serves **10 unloading stations**. Follow staff directions as you pull forward.

IMPORTANT: All students must enter and exit vehicles on the RIGHT side only. No student may load or unload from the left side. Please arrange seating accordingly.

Safety Patrols and staff will assist students. After exiting, students will walk toward the sidewalk and be directed into the gym for morning announcements.

Exiting Campus

After unloading, follow the traffic flow through the **U-turn** to join the exit lane between the **Gym and Grand Hall**.

Follow staff directions throughout the turn. If your vehicle needs additional room, staff will stop traffic so you can complete a three-point turn safely. Wait for their assistance before beginning that maneuver.

Thank you for your patience and cooperation as we help every student arrive safely!