

Olson Traffic Flow, Drop-Off, and Pick-Up Information



In an effort to provide safety and efficiency in our parking lots, we have worked in collaboration with our district Safety and Security Specialists and the Allen Police to develop a safe, efficient traffic flow during our morning drop-off and afternoon pick-up times.

Traffic Flow

- The west entrance/exit (closest to Goddard) will be designated drop-off and pick-up for students in grades 3-6.
- The center entrance/exit will be designated drop-off and pick-up for grades K-2 and their siblings in grades 3-6.
- The east entrance/exit will be designated for bus, daycare, and special programs as assigned.

Procedure

- Each family will be assigned a number.
- A car tag that will hang from your rearview mirror will be provided to each family (each family will receive 2) including car riders, walkers, daycare students, and Kids Club. Your family's car tags will be available in your child's homeroom class on Meet the Teacher Night and the morning of the first day of school.
 - If you arrange to have someone pick up your child/children other than those in your family who have a car tag, please inform your child's teacher and have the designated person *display something in their car that has your family's number on it*. Anyone who pulls up through the pick-up line and simply states they are picking up a child will be asked to park and come into the office to show identification and allow us to verify the arrangement with the parents/guardians.
 - Each grade level will have a designated range of numbers. If, by mistake, you enter the wrong pick-up area, we will simply ask you to exit and enter the correct area.

Mornings

- K-2 students, along with their older siblings, will be dropped off at the front of the school **no earlier than 7:25**. K-2 students will go directly to the cafeteria. Older siblings, who will need to wait in the gym before school, will walk on the sidewalk around to the gym entrance on the west side of the school. On rainy days, they will be allowed to enter the building with their younger siblings and then be escorted to the gym down the interior hallway.
- 3-6 students without younger siblings in K-2 will be dropped off on the west side of the school and enter the school at the gym entrance.
- Bus and daycare students will be dropped off on the east side of the building near the entrance to the cafeteria. As buses drop off students before 7:25, K-2 students will enter the cafeteria and 3-6 students will line up in the hallway outside the cafeteria and will be supervised and escorted to the gym by a designated faculty member. This will eliminate the need for 3-6 students (bus riders) to wait outside the gym before 7:25. As daycare buses arrive at various times before the start of school, the K-2 students will enter the cafeteria to wait for pick-up by their teachers and 3-6 students will be directed through the building to the west side sidewalk to walk to the gym except on bad weather days. This will minimize students walking down the hallways before school as teachers are preparing for the school day.
- If you choose to park and walk your child into the school, please park in the west parking lot. You will need to enter the main entrance at the front of the school and check in with our receptionist to receive a name badge. You will then be allowed to enter the school through our new safety vestibule.

Afternoons

- Please make sure your car tag is hanging from your rearview mirror in order to expedite traffic flow and student pick-up. If you pick up children other than your own, please have their family number/car tag displayed as well.
- If you are picking up students in grades 3-6, you will enter the west parking lot and follow the traffic flow along the curb. Students will be seated under the covering near the gym. Staff members will call out car tag numbers as they approach and those students will walk to the sidewalk and be assisted by a staff member to safely enter your car. You will then continue around the parking lot and exit through the west exit. **Only right turns are permitted when exiting this parking lot.**
- If you are picking up students in grades K-2, they will be seated under the front porch covering with their older siblings if applicable. You will enter the center entrance, follow the traffic flow through the parking area and back around to the front curb to pick up your student. A staff member will be calling out car tag numbers and those students will come to the sidewalk to meet a staff member who will safely assist your student to enter your vehicle. You will then exit through the right side of the central entrance/exit and **will only be allowed to turn right onto Exchange.**
- Bus and Daycare students will be called to the cafeteria where they will be lined up to wait for their bus. As a bus arrives, a faculty member will safely escort them to the bus.
- At dismissal time, Kids Club students will go to the gym to be checked in by their supervisors and then move to the cafeteria once school-wide dismissal is complete.
- If you are walking to pick up your child, or if you choose to park and walk up, there will be a Parent Zone by the brick pavers at the front of the school. You will show your car tag to the staff member in that area and he/she will call for your student to be sent to the Parent Zone. Our goal is to minimize traffic on the sidewalks where students are loaded into their cars and reserve that space for students and faculty only. *Parents will not be allowed to wait by the doors near the gym entry* in an effort to provide a safer dismissal for our students and minimize congestion in this area.

Walker Dismissal

- Students who will walk home from the west side of the school will be dismissed from the gym door and will follow the sidewalk around the parking lot and continue either to Summerfield or the crosswalk at Angel Parkway.
- Students who will walk home from the east side of the school will be dismissed through the cafeteria door and directed to the crosswalk.

Rainy Day/Bad Weather Dismissals

- These days will run exactly as a typical dismissal day.
- Students will be under our covered entries or inside the building if the weather becomes extremely severe. Bus and daycare students will be in the cafeteria until their buses arrive. They will be escorted to their buses by staff members.
- Staff members stationed outside will call your student by family number and be escorted to your car as usual.
- We ask that you remain in your car or wait in the parent zone.

Important Reminders

- Staff members will be provided a list of family numbers, but it will be very helpful to have students memorize their number to make dismissal run smoothly.
- Our goal in this dismissal process is safety for your children. Please be patient as we work through the first few days together.