Vehicle Transportation Policy

Our school is located in the heart of the Vergel neighborhood, in the middle of the city and relatively close to the majority of the student’s neighborhoods which is a blessing. Having the school located here demands that we all adopt and show good values and respectful citizenship behavior which will contribute to the community vehicle circulation.

For this purpose we have adopted a Transportation Policy for the entrance and dismissal of our students, which we ask you for your support. Following the different school policies helps make us more efficient. We would like to reiterate that this plan is designed for the traffic to be from East to West (Tiradentes to Lincoln). Please read these measurements, that we are sure will contribute to accelerate the entrance and dismissal process of our Preschool, Elementary, Middle and High School students:

1. Dismissal time for the 1st and 2nd grade students has been established at 2:15 p.m. If parents are punctual this will help us have less vehicles at 2:30p.m.

2. It is prohibited from this moment, to park on the sidewalk of the school and leave your vehicle while you wait for the dismissal of your child. We ask the parents to stay in their vehicles until it is the student’s dismissal time and leave the line immediately that your child is in the vehicle. Under no circumstance can a person that is coming to bring or take a student get out of the vehicle and leave the vehicle alone or in the line. This causes the process to be interrupted and causes more traffic.

3. We ask the parents of 3rd-8th grade students that are dismissed at 2:30p.m., to arrive after the 2:15 p.m. dismissal, allowing us to first dismiss the 1st and 2nd grade students. At 2:15 p.m. we will only allow parents of the 1st and 2nd grade students to make the line.
4. **Families with students in Preschool, Elementary, Middle and High School, should arrive to pick up their children during the oldest child’s dismissal time,** this way you will not be occupying the pick-up line unnecessarily. Your younger child will wait in the supervised area until the older sibling is dismissed. The older sibling is responsible for locating the younger one to take him/her to the vehicle.

5. We will have the students in the established areas at the established time ready for dismissal. In case that the student’s number is called and the student is not ready, the vehicle has to leave the line and go around again. We ask you to please respect this article. If your child is usually late at dismissal time, than we ask you to come a little later to pick your child up. The idea is for you to help your child understands the importance of being on time and to be aware of the numbers that are being called.

   **a. We will be taking the names of students that are not ready and if it becomes an issue measures and consequences will be taken**

6. It is mandatory that all vehicles exhibit the Gafete Number and that this number is placed in a visible place. This will allow us to call the number before the car is at the entrance.

7. We remind you that it is prohibited to transit from West to East on C/Jose Aybar Castellanos and we will not dismiss any student to a vehicle that breaks this rule. The City authorities established that during school hours that this street be one way. Please respect this and avoid uncomfortable situations with the Amet agents. Parents that insist on not following these instructions will have to go around and begin the line.

8. Parents that insist on picking up their child (ren) the wrong direction (West to East) will not be allowed to have them board the car and the vehicle will have to return to the back of the line in the correct direction.

   **a. We plead that you respect this measure, since it is the issue that most impacts the traffic jams.**
9. Please do not pass another car to get ahead to pick up a student. Do not do two pick up lines. Show respect to all of the other parents by waiting calmly your turn.

10. Please, respect the lines that are already formed and respect the vehicles that have arrived before you.

11. It is very important that if you send a driver to pick up your child that you have instructed him with our vehicle policy.

12. Please remember not to block the entrances of the apartments nor occupy the parking spaces of private businesses.

13. When we have school activities or parent meetings, we will place the orange cones on our side of the sidewalk, this will prevent cars to be parked on both sides of the street since at that time the C/Jose Aybar Castellanos vehicles transit both ways. Please park on the street in front of the school. Please respect the orange cones.

14. During entrance and dismissal times at C/José Andrés Aybar Castellanos and Proyecto Central, there will be a school personnel directing the traffic and guiding the parents. If you are not on the correct route you will be asked to turn around and come back the correct way, which is East to West.

15. We have formed a team of 6 people to help with the entrance and dismissal procedure. The process begins with the student number ID called as soon as the number is visualized. This way when the vehicle is at the entrance the student should be at the door. Please insist with your child to be attentive when the numbers are being called. The students have to memorize their ID, Gafete number. In the case that the student is not ready the vehicle has to continue to move and might have to begin the line again.
Prof. José Dotel, Prof. Maykel Rojas and Prof. Julian Felipe, will be in charge of this process. Please give them all your support.

16. Parking on the school side will be permitted from 9:00 a.m. to 1:30 p.m.. Preschool parents should pick up their child before 1:30 p.m.. Please do not use our neighbor’s parking spaces.

17. Please do not park in front of the school, during dismissal and entrance time; this will help us avoid any inconveniences with our neighbors from El Carmelo.

18. If your child is participating in the afterschool program, we ask you pick up your child on time. If you need to pick up your child earlier please call the receptionist so that we can have your child waiting for you.

19. The Metropolitan Office for Transportation (AMET) will be giving us support with this vehicle policy. We have 2 agents assigned to the school, and it is our duty to respect them at all times.

20. Please be respectful of the entrance and dismissal schedules, preventing any conflict that may arise with any parent or any security personnel. We need to demonstrate to the entire community that we are a school community that practices the values that we teach our children and that we are tolerant adults.

Thank you for your support with this institutional vehicle policy, a policy that supports the well being of all of us.

The Administration