

## Traffic Control/Flow Plan

### Drop-Off and Pick Up Procedures

#### Staggered Morning Drop Off 7:30 am – 8:30 am

Morning Route: (see map for reference)

Begins on S. Euclid Avenue. Families enter the lane by driving south onto S. Euclid Avenue and follow vehicles along the perimeter of the school.

Exit by continuing on Euclid Avenue and turning RIGHT onto Bellevue Avenue, Pleasant Street, or California Blvd.

Morning drop off location options:

1. **The Euclid drop-off.** Cars must pull forward to the furthest most point, always drive as far forward as possible to allow other cars to move into the drop-off area.
  - a. **No U-turns are allowed on Euclid.**
  - b. Please be courteous to our neighbors. Allow neighbors to exit driveways. No stopping in front of or blocking driveways or turning around in driveways on Euclid.
  
2. **The Waldo drop-off** is for unloading projects or assisting students with their belongings.
  - a. Vehicles should access Waldo via Marengo to Bellevue then to Waldo.

#### Staggered Afternoon Pick Up 3:15 pm – 3:45 pm

Afternoon Route: (see map for reference)

Begins on S. Euclid Avenue. Families should follow vehicles along the perimeter of the school. *Families will not enter the pick-up line until 3:00 pm.*

TURN RIGHT onto Bellevue Drive.

TURN RIGHT onto Waldo Avenue.

Continue to drive along the perimeter of the school by staying close to the curb in the lane.

Student pickup and loading will begin at the school's staging area along Waldo Avenue. Students in grades 1-8 will walk the perimeter of the school (with faculty supervision) heading south on Waldo Avenue. Students should enter their vehicle anywhere along the perimeter of the school.

Once the student is loaded into your vehicle, you can exit the carline by proceeding south on Euclid, West on Bellevue, or north on Waldo Avenue. If you exit the carline on Waldo Avenue it is a **RIGHT TURN ONLY** onto Del Mar Boulevard to exit the school perimeter.

**Staggered afternoon pick up for Extended Care (3:45 pm – 6:00 pm)**

Euclid Avenue through front office.

**General Guidelines provided to parents**

At the beginning of each school year, parents are provided written and verbal instruction for all drop-off and pick-up procedures along with additional visual trainings available on the parent portal. Procedure reminders are regularly included in the weekly *Maywire* community letter. In addition to those resources, all parents are provided with the below general guidelines:

- Use of cellphones while in the carpool lane is prohibited.
- **Do not block the entrances to the faculty parking lots or neighbor driveways.** Parking in the lots is reserved for faculty and staff only.
- Left turns from Del Mar on to Waldo **are not permitted** during morning and afternoon drop-off/pick-up times.
- Please DO NOT leave your car for any reason while in the line. This causes delays and creates unsafe situations.
- On campus parking is restricted to faculty and staff only. When parking for special events on campus, please follow all city parking restrictions on the streets surrounding the school. Do not block driveways, red zones, or park in areas listed as “no parking”.
- In the event you are unable to follow the outlined procedures, supervising personnel will contact drivers to discuss the procedures, and ensure they will follow all procedures for the safety of our students and staff. If the problem continues, the Head of School will be in contact with those that are not able to correctly follow procedures.

**Personnel/Staffing**

During morning and afternoon carline, a crossing guard is positioned at the corner of Bellevue and Euclid. For afternoon pick up there is an additional crossing guard positioned at the corner of Bellevue and Waldo and Waldo and Del Mar Blvd. from 3:15 pm – 3:45 pm.

Staff/faculty and a 7<sup>th</sup> grade safety patrol are positioned to help students out of their cars and keep the carline moving between Bellevue and the parking lot driveway.

Staff monitors traffic to ensure parents are not blocking driveways.

The safety of our students is paramount. Therefore, we respectfully require all family members and caretakers to cooperate with the school, the Pasadena Department of Transportation, and the Pasadena Police Department by following and adhering to all safety rules during drop off and pick up times.

## **Parking**

All parking on campus is designated for faculty and staff. All school staff members will be provided with parking. Additional parking spaces are leased off-site to meet the required number of parking spaces and for event parking if needed.

## **Special Events**

Whenever possible a school event will be separated into multiple events so that expected attendees can park in the school parking lot. The school calendar shall be limited to no more than 18 special events held outside of normal business hours at which the crowd is expected to exceed 100 people. The school shall arrange off-site parking for these special events. The basics of the Traffic Control Plan shall apply to summer school or summer camp activities held on campus.

## **Enforcement**

- Use of cellphones while in the carline are prohibited
- No U-turns are allowed in the carline
- Blocking the entrances or driveways of the school or neighbors is prohibited
- Parking lots are reserved for faculty and staff only
- Left turns onto E. Del Mar from Waldo Avenue are prohibited. RIGHT TURN ONLY to exit Waldo Avenue at the corner of E. Del Mar Boulevard
- Staff monitors traffic to ensure parents are following all rules

## **Communication**

Parents will be continuously reminded of the elements of the Traffic Control Plan and of the importance of traffic safety in the vicinity of campus. The communications program will include:

- An annual letter detailing the Plan will be sent to all incoming families every summer
- Periodic newsletter columns for the Head of School regarding carline procedures will be included in the weekly emails
- A regular newsletter is sent to the school's neighbors communicating upcoming events, or changes to protocol that may affect the area. The neighbors page on the school website is kept up to date with school events and information, along with contact information for any concerns or questions

## **Training**

Every year at the Kindergarten orientation and New Family orientation meetings the Traffic Control Plan will be reviewed and explained to all incoming parents. Every Mayfield family will receive this orientation. Each family will be required to sign a contract with the school that states in part they have read and understand the Student/Parent handbook and that they are willing to abide by the policies in the handbook, including the Traffic Control Plan. The contract will explain the ramifications of failure to adhere to guidelines.

## **Discipline**

The discipline process at the school for infractions for the rules of the Plan would involve the following phases:

- First offense would result in a call from school administration advising the offending parent/family of the infraction and requesting adherence to the rules in the future
- Second offense within the same school year would warrant a written letter advising the offending parent of the infraction and advising them of the consequences of further noncompliance
- The third offense within the same school year will result in a face-to-face meeting with the parents at which time the parent may be advised of his/her probationary status with the school

Parents who refuse to comply with the rules of the Plan may face disciplinary actions that could include, but not be limited to, loss of pick-up/drop-off privileges, requirement that their child participate in a carpool driven by another parent, or loss of enrollment privileges at the school.

## **Compliance**

The Traffic Control plan is a condition of approval for the Mayfield Junior School Master Plan. As such, the Plan is subject to monitoring by the City's Code compliance staff. The school will cooperate with the Code Compliance staff as requested. The details of the plan will be recorded and made available to the Code Compliance staff upon request.


# MORNING DROP-OFF

# WALDO AVE.

## LEGEND

 QUEUE/ STUDENT DROPOFF OR PICKUP LINE


 CAR ROUTE

 STUDENT WALKING ROUTE

 ENTER GOING SOUTHBOUND ON EUCLID AVE.

 DO NOT ENTER

 START DROP-OFF LINE

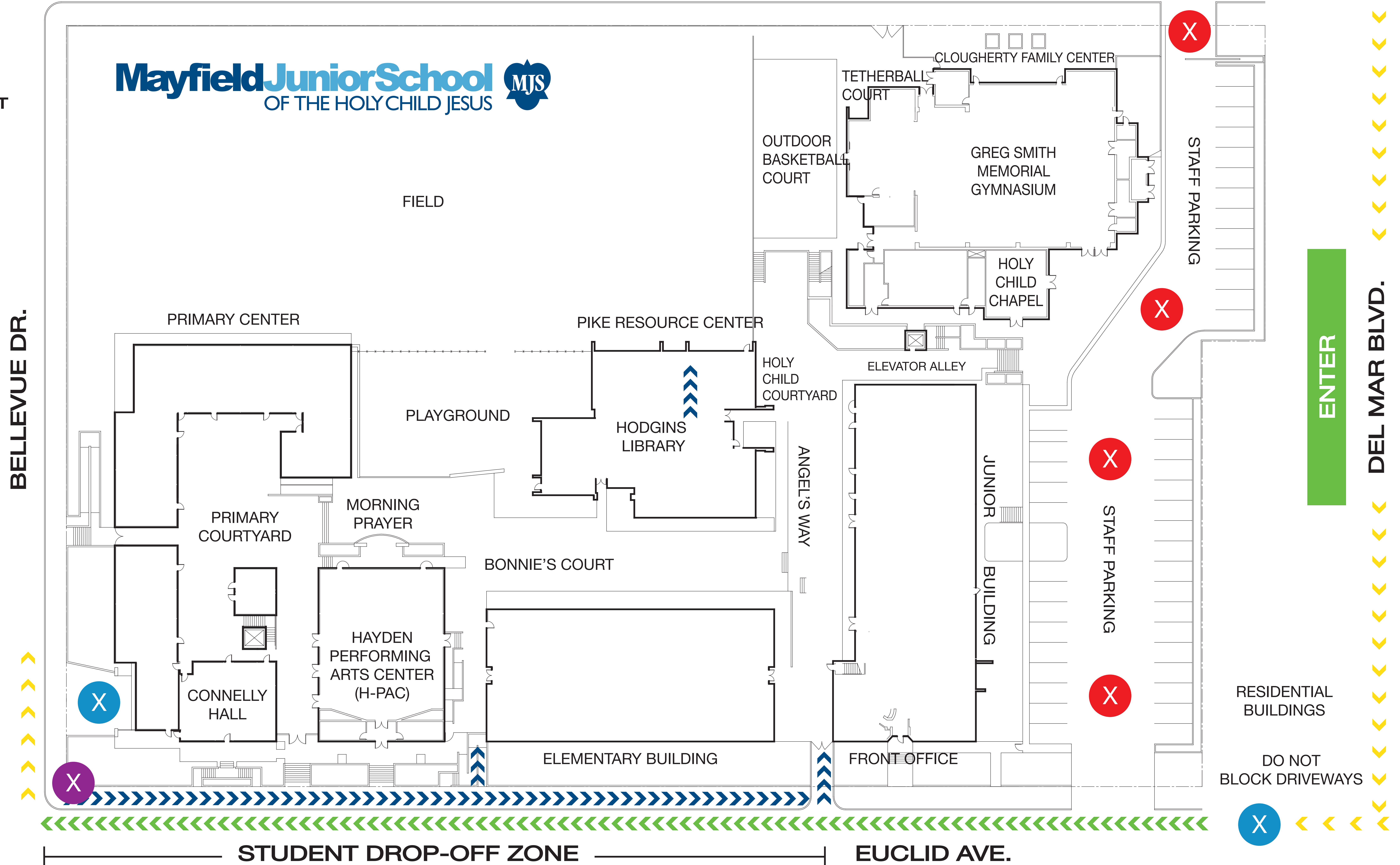
 DO NOT BLOCK DRIVEWAYS

 EXIT

PROCEED TO CALIFORNIA BLVD.



\* MAP NOT TO SCALE



ENTER

DEL MAR BLVD.

RESIDENTIAL BUILDINGS

DO NOT BLOCK DRIVEWAYS

STUDENT DROP-OFF ZONE

EUCLID AVE.

**AFTERNOON  
PICK-UP**

**PROCEED TO  
MARENGO AVE.**

**WALDO AVE.**

**EXIT - RIGHT TURN ONLY**

**PARENT WAITING/  
STUDENT  
PICK-UP AREA**


**WALDO AVENUE  
GATE PICK-UP AREA**

**LEGEND**


 **QUEUE/ STUDENT  
DROPOFF OR  
PICKUP LINE**

 **CAR  
ROUTE**

 **STUDENT  
WALKING  
ROUTE**

 **WALDO  
AVENUE  
STUDENT  
GATE EXIT**

 **DO  
NOT  
ENTER**

 **DO  
NOT  
BLOCK  
DRIVEWAYS**

**PROCEED TO  
CALIFORNIA BLVD.**



**\* MAP NOT TO SCALE**

**BELLEVUE DR.**

**Mayfield Junior School**  
OF THE HOLY CHILD JESUS 

FIELD

PRIMARY CENTER

PIKE RESOURCE CENTER

PLAYGROUND

HODGINS  
LIBRARY

PRIMARY  
COURTYARD

MORNING  
PRAYER

BONNIE'S COURT

CONNELLY  
HALL

HAYDEN  
PERFORMING  
ARTS CENTER  
(H-PAC)

ELEMENTARY BUILDING

OUTDOOR  
BASKETBALL  
COURT

TETHERBALL  
COURT

GREG SMITH  
MEMORIAL  
GYMNASIUM

HOLY CHILD  
CHAPEL

HOLY CHILD  
COURTYARD

ELEVATOR ALLEY

ANGEL'S WAY

JUNIOR  
BUILDING

FRONT OFFICE

STAFF PARKING

STAFF PARKING

RESIDENTIAL  
BUILDINGS

DO NOT  
BLOCK DRIVEWAYS

**DEL MAR BLVD.**

**EUCLID AVE.**

**ENTER**

4.192022

