

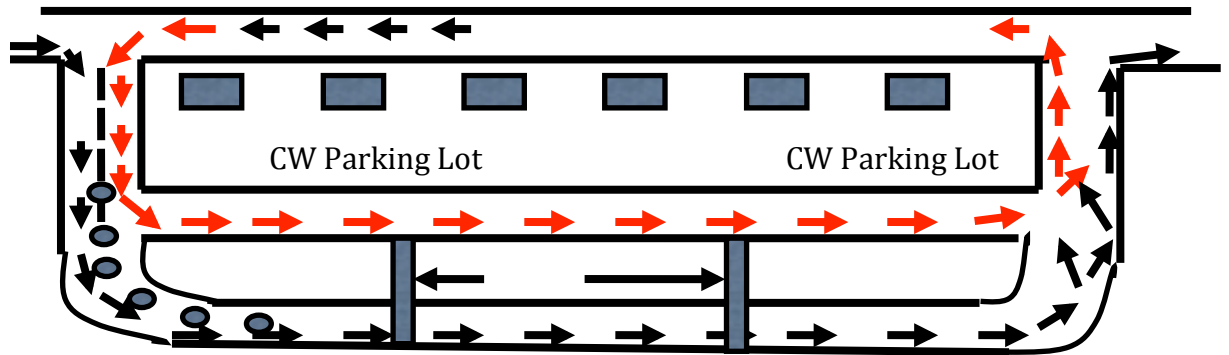
## DROP OFF PROCEDURES @ CWMS

### Drop off Procedures at CWMS, September 18, 2012

To improve the traffic flow before and after school at Charlotte Wood Middle School, the administration invited a traffic specialist from the Town of Danville to advise us on an appropriate way to accomplish that goal. We request your cooperation as we prioritize student and staff safety year round. If you have any questions, please contact Mr. Corral at 552-5600 or voice mail at 552-3425.

#### Before School Drop-off -

- Traffic will be divided into two groups. Those going WEST on El Capitan enter the driveway and stay in the right lane (Preferred) dropping off their children in the front of the school. Those going EAST on El Capitan stay in the left lane as they enter the driveway and turn left into the parking lot to drop off their children. Lane switching could happen at entrance if there is enough room and if this is done appropriately. Merging could occur in the exit lanes as drivers choose whether to exit right (west) or left (east) on El Capitan Drive so approach the exit with caution.
- Please do not park in the red zones, the handicap area or the loading zones before school. Students may only cross at each crosswalk (DO NOT CROSS ON MEDIAN).
- Please note that several Charlotte Wood staff members will be stationed at the crosswalks to ensure the safe crossing of the students. Please follow their direction and be courteous to them and to one another.



#### IMPORTANT:

- **DO NOT LEAVE CAR UNATTENDED.**
- **ALWAYS PULL FORWARD, NEVER DROPPING OFF IN THE RED ZONES. IF A CAR STOPS IN FRONT OF YOURS, CAUTIOUSLY MOVE AROUND THEM.**
- **CENTER LANE MUST BE MOVING AT ALL TIMES, SO DO NOT STOP TO PICK UP STUDENTS THERE.**
- **PEDESTRIANS MUST USE THE CROSSWALK DURING THE BUSY DROP-OFF AND PICK-UP TIMES.**
- **CONSIDER USING AN ALTERNATE LOCATION FOR DROP-OFF AND PICK-UP (E.G. WEST OR NORTH SIDE OF OSAGE PARK, OR ON EL CAPITAN)**