

DROP-OFF and PICK-UP PROCEDURES FOR ASPEN

We have attached a site map to show you where cars will need to go to drive in, drive through the lot, and back out of the karate lot. Once out of their car, all students should go to the sidewalk and go in the main front door (towards the back of the drop-off line). No students may be let out of their cars until they are in the double lanes nearest the sidewalk and parents are given the “Doors Open” signal. It is especially important that no students be let out on Zinran or in the karate parking lot and told to walk among the carpool traffic. Safety of our students is of utmost importance!

THE FIRST DAY:

On the first day of school, we ask that parents ***not*** come in with their child. While you may have a reason why this is necessary – you need to help bring in supplies, help your child find a classroom, want to take pictures, etc., Aspen does not have the parking for this, and we have learned that parents who try to do so bring the carpool line to a halt for everyone else. We ask that there be ***no exceptions***. We promise that immediately inside the building we will have staff directing students to their room and will assist them in every way possible. We will take good care of them!

ENTERING AND EXITING THE PARKING LOT:

Aspen has spent time meeting with Savage city planners, Savage city inspectors, the Savage Police Department, and other officials to ensure the following:

- The safety of our students, parents, and the driving public. This is everyone’s primary consideration.
- That we move cars through the drop-off and pick-up lines as efficiently as possible out of consideration of parents’ time.
- That we keep fire lanes open.

The city’s and police department’s request of the school is that all traffic ***to the school*** be from 150th Street and Zinran, ***not*** Hwy 13. This means cars traveling on Hwy 13 must turn on 150th, go to Zinran and enter that way (or come down from CR 27 to 150th to Zinran). ***Cars leaving*** the school/karate parking lot ***must turn left*** onto Zinran, go to 150th and from there may turn right or left. There will be signage posted at the end of the karate driveway stating “Aspen Left Turn Only”. If cars were to try to turn right onto Zinran and then onto Hwy 13 but then get held up waiting for an opening, they will hold up all cars in our exit line (i.e. cause stacking). ***Exit traffic must turn left*** onto Zinran and go up to 150th. Please help us honor the city’s request on this, and keep the line moving for all families.

We are endeavoring to make afternoon pick-up easier on everyone – students, parents, and teachers. So that students do not have to wait silently in the gym for a long period of time, **we are assigning families a pick-up time**. So that teachers do not have to work past their contracted duty day, we are assigning the pick-up times based on the number of students in the carpool – with the larger carpools having earlier pick-up times. This means the students remaining at the end of pick-up are small enough in number for just a few staff to manage. If you would like help in partnering with another family for carpool purposes, please contact the Aspen ACC at transportation@aspencademymn.org . (over)

DROP-OFF and PICK-UP:

The parking lot is divided into two halves, one part for staff, and one part for visitors. There are four handicapped spots nearest the front door. There are also four spots just next to the handicapped spots for 10 minute parking if you're just stopping at the school to run in for a moment (e.g. picking up a sick child). It's important to note, however, that the one lane in and the two lanes out where students are dropped off and picked up are **fire lanes** and there can be no parking or waiting in these areas, whatever the reason. They are marked "No Parking Fire Lanes 5mph". Please consider the following:

- Emergency vehicles need to be able to get through at all times; this is our top concern.
- Parents should not enter the drop off lanes before 8:00 a.m.
- Delivery vehicles that arrive between 2:30 and 3:30 must be able to do so
- Staff and volunteers who need to leave before 3:30 must be able to do so
- Students who need to be picked up for appointments before 3:00 must be able to do so

IN THE AFTERNOON, BUSES WILL BE ADMITTED TO THE PARKING LOT BEFORE CARS. Buses will arrive at approximately 3:15 p.m. Zinran is a narrow street marked with no parking signs. Buses need to be able to get to the school and **any cars blocking the buses' ability to be through on Zinran will need to move so buses can get through.** Parents must pick up their students at their assigned pick up time since their students will not be sent down before that. For example, if your pick up time is 3:50, and you arrive at 3:40 our staff will ask you to loop around because your student will not be ready for pick up and we can't have the line held up. Thanks for your cooperation with this.

EARLY DISMISSAL FOR APPOINTMENTS:

Occasionally your student may need to be picked up near the end of the day, but before 3:30pm for an appointment. **If your child needs to be picked up between 2:30 and 3:00pm you will need to call the school no later than 2pm.** Your child's name will be placed on the early pick-up list allowing you early entrance to the pick-up lanes. You will need to park, come inside and sign out your student. Students not picked up by that time will have to be picked up as part of regular carpool pick-up.

HALF-DAYS:

Buses will arrive at 11:45 and load at noon. Parents are asked to adjust their pick-up time accordingly. (e.g. If your normal carpool pick up time is 3:40, please plan on picking up your students at 12:10).

Thank you for helping make this a safe time for students.