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## NEW AND IMPROVED Drop-off & Pick-up Process

CVA Taxi Drivers;

We have made a few improvements to our parking lot/drive way this summer in an effort to improve safety as well as traffic flow. On the back of this page you will find a diagram of our traffic flow plan. Safety is the number one concern so PLEASE follow the expectations outlined on this letter. Remember:

**Safety is the top priority**

**Convenience is second!**

### THE GAME PLAN

Drop Off (7:35 – 8am):

1. Follow the arrows into the drop-off zone and PULL AS FAR FORWARD as you can before letting your children exit your car. This helps the line move in a more fluid fashion.
2. If you park and let your kids walk up to the building ,USE THE WALK WAY TO GET TO THE CROSS WALK AND WAIT FOR CROSSING GUARD TO CLEAR THE TRAFFIC.

Pick-Up (3:03 – 3:30pm):

1. Follow the arrows into the pick up lane and... you guessed it... PULL AS FAR FORWARD as possible. Your children's names will be called and they will meet you in the pick up zone appropriately.
2. If you choose to park and pick up your children in person – please USE THE WALK WAY TO GET TO THE CROSS WALK AND WAIT FOR CROSSING GUARD TO CLEAR THE TRAFFIC. Same process for returning to your car.

### BAD IDEAS & NO NO's

1. **Running across traffic (very dangerous)**
2. **Driving fast (patience please, we are not in a race)**
3. **Scheduling Dr. appointments for 3:10pm - You won't make it.**
4. **Driving over cones, curbs and/or administrators to advance in line. (resist the temptation... please.)**