



Lafayette School *Parent Teacher Association*  
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## **STOP, DROP, AND GO PROGRAM SETUP INSTRUCTIONS**

### **How To Get The Drop-Off Line Set Up at 7:30:**

1. If you are the first to arrive and are getting things ready, please pull out the orange safety vests and place them on the handrail for other volunteers to pick up when they arrive to help save time.
2. Please set up the two A-frame signs at their respective locations: one at the corner in the crosswalk of 36<sup>th</sup> Avenue (No right turns) and one on the curb by the school bus zone (No drop-off in the white zone). Do not put it on the street as it blocks the school buses from parking in the white zone.
3. Set up the little yellow men at the top (exit) of the line and the orange cones spaced apart enough to prevent cars from jumping the line.
4. Put the large cone with the stop sign at the head of the line, at 36<sup>th</sup> Ave.
5. Place the orange safety cones, spaced apart enough, in a line down the street toward 37<sup>th</sup> Avenue, making sure they reach all the way to the crosswalk. Follow the faint seam in the asphalt for the lining up of the yellow men and cones as it allows enough room for cars to come through.
6. The first volunteer should position themselves adjacent to the auditorium door entrance. Do not start the line too close to the corner or there isn't enough of a buffer for cars leaving the line, which will also cause a traffic jam.

### **During Active Drop-Off Time:**

1. Have the car go up to the first volunteer at the top of the line and have subsequent cars queue up with each volunteer thereafter.
2. If you see anybody acting unsafely, **DO NOT HESITATE TO SPEAK UP!** It is important that people observe safety rules and not put themselves and their children at risk. Examples are:
  - a. Jaywalking across Anza Street and walking between cars in the drop-off line
  - b. Cars jumping the line (pulling out in the middle of the SDGo line)
  - c. People double parking across the street (or anywhere)
  - d. Parents letting their children out before they get to the parent volunteer
  - e. Letting their children out on the driver's side – **THIS IS VERY DANGEROUS!**
3. If there is a serious or major problem that requires immediate handling, please let the co-chair (if present) or Mrs. Hicks know **IMMEDIATELY!**

### **Other Important Considerations:**

1. Please be courteous and greet the parent after they pull up, and the children as they exit the car. A little cheer goes a long way!
2. Please refrain from using cell phones during drop-off – we need to watch for any potential hazards during this critical time.
3. Please be on time – your fellow room parents are counting on you to be there, too.
4. Have fun! This is a great way to meet and get to know other Lafayette families!