



PARKING POLICIES AND PROCEDURES

(The policies stated below are part of your contract.)

The following procedures and policies regarding parking and vehicular traffic through and around **IvyCrest Montessori Private School** premises are required by the terms and conditions of our Conditional Use Permit (C.U.P.) issued by the City of Fullerton related to the expansion and continuing operation of our school. The following policies and procedures are in place to serve two purposes: (1) to minimize vehicular traffic caused by the operation of the school in the surrounding neighborhood and (2) to eliminate parking by our parents and visitors on the streets surrounding our school.

IvyCrest Montessori Private School must expect strict compliance with the guidelines of the C.U.P. issued by the City of Fullerton, and will therefore rigidly enforce the following rules and procedures. While we value the patronage of all our families and have faith that all family members and visitors will do their best to comply, please be advised that we have a “zero tolerance” policy for violations. The staff and Administration request that all involved persons be mindful that restrictions are in place for the safety of the children and the vehicles traveling through and around our premises. There will be consequences for anyone who willfully chooses not to follow the Policies and Procedures including, but not limited to verbal/written warning, penalty, or dismissal from our school.

Policies and Procedures

- 1) To ensure safe and peaceful traffic flow in and out of our premises, please adhere to our school's parking policies and remain courteous to other parents and to the staff members.
- 2) **EAST** parking lot is for all sized vehicles at any time with the exception of OVERSIZED vehicles and during special events. When exiting the parking lot, your must make a right turn onto Chapman Avenue. **LEFT TURNS ONTO CHAPMAN AVENUE ARE NOT PERMITTED.**
- 3) **WEST** parking lot is for large and oversized vehicles with the exception of vehicle parking during valet and special events. Furthermore, small vehicle parking in this lot is discouraged due to the limited number of spaces available for oversized vehicles. Drivers of small vehicles should always make an effort to park in the EAST lot first. If the EAST lot is full, then small vehicle parking in the WEST lot is permissible. Please park in designated stalls. Do not use the **DISABLED PARKING STALLS** for anything other than disabled parking. Due to Curbside Valet Service, **NO PARKING** will be available in THE WEST PARKING LOT from 8:00 am – 8:45 am AND 2:30 pm - 3:15 pm as there will be no clear exit from these parking spaces during these hours. **Remember**, if you choose to park during Curbside Valet Service time you will NOT be able to leave. When exiting the parking lot, make a right turn onto Chapman Avenue. **LEFT TURNS ONTO CHAPMAN AVENUE ARE NOT PERMITTED.**
- 4) Through a parking arrangement with Searchlight Ministries, additional parking is available in their parking lot. Oversized vehicles, extended stay, and special event parking is provided for parents at the following location: Searchlight Ministries, **2311 East Chapman Avenue** (To the East of the school, between Ladera Vista and State College). *When parking at Searchlight Ministries, park on the West side near the entrance, please exit from their East driveway. Do not park adjacent to any church buildings.*
- 5) To accommodate convenient pick-up and drop-off for all children, we will enforce a five-minute time limit for parking in the EAST parking lot between the hours of 7:00 am - 9:15 am and 2:30 pm - 6:00 pm. Should you wish to observe a classroom or remain on campus for more than the allotted time, you will need to park at Searchlight Ministries parking lot.
- 6) It is illegal and dangerous to stop on Chapman Avenue. Therefore, it is imperative that no vehicle stops and waits on Chapman Avenue to enter parking lot driveways. In addition, do not stop, or attempt to enter any parking lot unless your vehicle will clear the sidewalk and driveway apron. If your vehicle will not clear, please continue with the flow of traffic, circle around and try again. The flow of traffic on Chapman Avenue should not be impeded or blocked at any time by vehicles traveling through and around school premises.
- 7) If you have entered the East or West parking lot, and no parking spots are available, please wait at the entrance to the parking lot (not blocking the sidewalk) until a spot opens up. This will reduce the amount of gridlock within the parking lots.

- 8) The enforced speed limit for travel through our premises is **4 MPH** (miles per hour). Please refrain from using your cell phone while driving in our parking lots or through valet.
- 9) When exiting either the EAST or WEST parking lots, **ONLY A RIGHT TURN** on to Chapman Avenue is acceptable due to traffic flow and safety guidelines.
- 10) For optimal safety, parents must hold children's hands **AT ALL TIMES** while in any parking lot and walking to/from Searchlight Ministries and IvyCrest.
- 11) All vehicles designated as oversized must park in the WEST parking lot or at Searchlight Ministries at all times unless using Curbside Valet Service. Do not use the disabled parking stalls for anything other than disabled parking. Vehicles larger than oversized (as designated by the office) are not allowed in our parking lots and must park at Searchlight Ministries Church.
- 12) Special events include scheduled events, meetings, or activities involving one or more classrooms held during normal school hours or on an evening or weekend. For some special events, we will expect more vehicles than our front lot can accommodate. During these special events, orange cones and a sign will be placed at the East and/or West entrance indicating when our parking lots are FULL. In this event, please proceed to the church. For HANDICAP PARKING availability, please contact the office in advance.
- 13) For special events, the driver may pull through the West parking lot and drop off passengers (children must be accompanied by an adult) in front of the Elementary office and proceed to Searchlight Ministries.
- 14) Parking for regular school-related business or for dropping off and picking up children is limited to our front parking lot (except as designated during special events). Drop-off or pick-up of your child from any location other than our front parking lot or Searchlight Ministries is prohibited. In addition, you may not drop-off or pick-up your child directly from Chapman Avenue for obvious safety reasons.
- 15) Reminder: Please be certain that whoever picks up your child is listed on your authorized pick up list and his/her driver license number is on file. In addition, please inform your authorized driver about the rules and procedures herein.

Curbside Valet Service

- 1) Curbside Valet Service is a complimentary service offered for children in Rooms 8-11 and their siblings from 8:00 - 8:15 am and 2:45 - 3:00 pm. Curbside Valet Service for children in Rooms 4-7 is from 8:30 - 8:45 am and 3:00 - 3:15 pm. Therefore, **NO PARKING** will be available in THE WEST PARKING LOT from 8:00 am - 8:45 am AND 2:30 pm - 3:15 pm as there will be no clear exit from these parking spaces during these times. Curbside Valet Service is not available to those picking up or dropping off any child in Rooms 1-3. Curbside Valet Service will not be available from July 1-August 31.
- 2) Prior to pulling up to the Curbside Valet Service, please make sure that your child(ren) have their backpacks, homework, snacks, lunches, etc. and have said their goodbyes. This will ensure that your child will be ready to get out of the car and the process will run smoothly and efficiently upon arrival.
- 3) Staff members and/or parent volunteers will be directing the flow of traffic into the West parking lot. Stop when directed. Place car in "**Park**" but do not exit the vehicle. A staff member will be there to assist your child out of the car from the curbside of the vehicle. Another staff member will be there to assist you with checking your child in or out.
- 4) If you are providing snacks for your child's classroom, please have all snacks labeled clearly (with black permanent marker) with your child's name and room number. A staff member will then deliver it to your child's class.
- 5) Please proceed to the exit (making a right turn onto Chapman Avenue) once you have picked up or dropped off your child(ren) as to not disrupt the flow of traffic.

Thank you for your consideration and your compliance with the parking policies and procedures.

.....Detach Here-Upper Portion for Parent.....

ACKNOWLEDGEMENT OF RECEIPT OF PARKING POLICIES AND PROCEDURES

I, the parent(s)/authorized representative of _____, have received a copy of the "Parking Policies and Procedures" from the school. I understand and agree to comply with the terms and conditions described therein. I understand that it is my responsibility to inform the same to anyone picking up my children. I acknowledge that the foregoing rules and regulations may be amended and supplemented from time to time and that upon notice and receipt of any amendments or additions hereto that they shall be binding and have the same force and effect.

Listed below are the vehicles involved in the pick-up and drop-off of my child(ren):

_____	_____	_____
Make	Model	Driver's Name
_____	_____	_____
Make	Model	Driver's Name
_____	_____	_____
Make	Model	Driver's Name
_____	_____	_____
Make	Model	Driver's Name

<u>For Office During Orientation</u>			
Vehicle Cleared	Only "OS" Approved	Access Denied	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Driver's Initials
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Driver's Initials
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Driver's Initials
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Driver's Initials

My child(ren) will be picked up during Curbside Valet Service for *(Please initial in box)*:

<input type="checkbox"/>	Rooms 4-7	<input type="checkbox"/>	Rooms 8-11 (and Primary aged siblings)
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For children in Rooms 4-7: I understand that by enrolling my child in Curbside Valet pick-up, between 2:45pm and 3:15pm, my child might be awakened from their nap by their classroom teacher to be transported on foot to the designated waiting area for pick-up.

Signature (Parent/Guardian/Authorized Representative)

Date