

December 11, 2017

****PIP Version of Letter to Inform ALL GCCA Parents, Guardians, and Visitors****

Dear Pre3, PreK, and Kindergarten Parents,

This letter is being written to address the parents and/or guardians about the issue of parked vehicles on Madison Avenue and Woodland Avenue. When vehicles park along Madison and/or Woodland Avenues they hinder smooth traffic flow and increase the potential for a traffic accident. Last school year the administration of GCCA had to meet with the Grove City Mayor and Grove City Borough Chief of Police regarding parents parking on both sides of Madison Avenue. It is our desire to keep students safe and remain good neighbors to those around us. In an effort to be proactive, to maintain order, to keep students safe, and to support continual traffic flow, the following dismissal procedures have been adopted by Grove City Christian Academy. These procedures go into effect immediately.

First, if you want to get out of your vehicle to walk up to the building to get (or drop off) your child, you must park along the far side of Bessemer Avenue or in the teacher's lot along Bessemer Avenue. This applies to any parent/guardian/visitor during any part of the school day.

Morning Pre3 Drop-off: Parents and guardians are never to park on either side of Madison Avenue. You may park along the far side of Bessemer Avenue or in our lot beside the school along Bessemer Avenue and walk your child into the building.

Morning Pre3 Dismissal: This occurs at 11:30 on Tuesday and Thursday. All Pre3 parents and guardians should line up and wait along Woodland Avenue opposite to the school (see the **yellow** highlighted area on the attached map). Pre3 parents and guardians should turn left onto Madison Avenue after Mrs. Smith is at the front door. Once parents pull left onto Madison Avenue and continue to the front of GCCA they should proceed to the loading/unloading area marked in **orange** on the map which is by the school sign. Parents and guardians are allowed to park their vehicle on Madison Avenue at the loading/unloading area only when it is your turn to pull up and pick up your child. Under no circumstances are parents or guardians to leave a parked car on Madison or Woodland Avenues during dismissal time in order to walk up to the front steps to get their child. **We will bring your child to you at your car at the unloading/loading area by our school sign.** We ask that parents put their vehicle in park at the unloading/loading area, secure your child in his/her car seat, and proceed with caution as you depart from the loading/unloading area. If you need to step out of your vehicle in order to buckle your child, please be sure to place your vehicle in park, shut off the vehicle, and then secure your child.

Afternoon Pre3 Drop-off: Parents and guardians are never to park on either side of Madison Avenue. You may park along the far side of Bessemer Avenue or in our lot beside the school along Bessemer Avenue and walk your child into the building.

Afternoon Pre3 Dismissal: This occurs at 3:00 on Tuesday and Thursday. All Pre3 parents and guardians should line up and wait along Woodland Avenue opposite to the school (see the **yellow** highlighted area on the attached map). Pre3 parents and guardians should turn left onto Madison
(over)

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Avenue after Mrs. Smith is at the front door. Once parents pull left onto Madison Avenue and continue to the front of GCCA they should proceed to the loading/unloading area marked in **orange** on the map which is by the school sign. Parents and guardians are allowed to park their vehicle on Madison Avenue at the loading/unloading area only when it is your turn to pull up and pick up your child. Under no circumstances are parents or guardians to leave a parked car on Madison or Woodland Avenues during dismissal time in order to walk up to the front steps to get their child. **We will bring your child to you at your car at the unloading/loading area by our school sign.** We ask that parents put their vehicle in park at the unloading/loading area, secure your child in his/her car seat, and proceed with caution as you depart from the loading/unloading area. If you need to step out of your vehicle in order to buckle your child, please be sure to place your vehicle in park, shut off the vehicle, and then secure your child.

PreK Drop-off: Parents and guardians are never to park on either side of Madison Avenue. You may park on the far side of Bessemer Avenue or in our lot beside the school along Bessemer Avenue and walk your child into the building.

PreK Dismissal: This occurs at 11:10 on Monday, Wednesday, and Friday. All PreK parents and guardians should line up and wait along Woodland Avenue opposite to the school (see the **yellow** highlighted area on the attached map). After kindergarten dismissal has been completed, PreK parents and guardians should turn left onto Madison Avenue. Once parents pull onto Madison Avenue and pull in front of GCCA they should proceed to the loading/unloading area marked in **orange** on the map which is by the school sign. Parents or guardians are allowed to park their vehicle on Madison Avenue at the loading/unloading area only when it is your turn to pull up and pick up your child. Under no circumstances are parents or guardians to leave a parked car on Madison or Woodland Avenues during dismissal time in order to walk up to the front steps to get a child. **We will bring your child to you at your car at the unloading/loading area by our school sign.** We ask that parents put their vehicle in park at the unloading/loading area, secure your child in his/her car seat, and proceed with caution as you depart from the loading/unloading area. If parents/guardians need to step out of the vehicle in order to buckle your child, please be sure to place your vehicle in park, shut off the vehicle, and then secure your child.

Morning Kindergarten Drop-off: Parents and guardians are never to park on either side of Madison Avenue. You may drop off your child at the "Load/Unload" area marked in **orange** on the map. This is just past our school sign. If you choose to walk your child into the building, may park along the far side of Bessemer Avenue or in our lot beside the school along Bessemer Avenue.

Morning Kindergarten Dismissal: This occurs at 11:05 Monday through Friday. All morning kindergarten parents and guardians should line up in their vehicles and wait along Woodland Avenue (see the **magenta** highlighted area on the attached map) next to our playground and turn right onto Madison Avenue after buses have departed. Once parents turn onto Madison Avenue and pull in front of GCCA they should proceed to the loading/unloading area marked in **orange** on the map which is by the school sign. Parents or guardians are allowed to park their vehicle on Madison Avenue at the loading/unloading area only when it is your turn to pull up and pick up your child. Under no circumstances are parents or guardians to leave a parked car on Madison or Woodland Avenues during

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dismissal time in order to walk up to the front steps to get a child. **We will bring your child to you at your car at the unloading/loading area by our school sign.** We ask that parents put their vehicle in park at the unloading/loading area, secure their child in his/her car seat, and proceed with caution as you depart from the loading/unloading area. If parents/guardians need to step out of the vehicle in order to buckle a child, please be sure to place the vehicle in park, shut off the vehicle, and then secure your child.

Afternoon Kindergarten Drop-off: Parents and guardians are never to park on either side of Madison Avenue. You may drop off your child at the "Load/Unload" area marked in orange on the map. This is just past our school sign. If you choose to walk your child into the building, may park along the far side of Bessemer Avenue or in our lot beside the school along Bessemer Avenue.

Afternoon Kindergarten Pick-up at 2:40, we will continue our routine: kindergarten parents and guardians should line up in their vehicles and wait along Woodland Avenue (see the magenta highlighted area on the attached map) next to our playground and turn right onto Madison Avenue after buses have departed. Once parents turn onto Madison Avenue and pull in front of GCCA they should proceed to the loading/unloading area marked in orange on the map which is by the school sign. Parents or guardians are allowed to park their vehicle on Madison Avenue at the loading/unloading area only when it is your turn to pull up and pick up your child. Under no circumstances are parents or guardians to leave a parked car on Madison or Woodland Avenues during dismissal time in order to walk up to the front steps to get a child. **We will bring your child to you at your car at the unloading/loading area by our school sign.** We ask that parents put their vehicle in park at the unloading/loading area, secure their child in his/her car seat, and proceed with caution as you depart from the loading/unloading area. If parents/guardians need to step out of the vehicle in order to buckle a child, please be sure to place the vehicle in park, shut off the vehicle, and then secure your child. You may also continue parking on the far side of Bessemer Avenue or in the side lot along Bessemer to walk to the front steps to get your child.

****The only exception we foresee to this arrangement is we will allow parking on Madison and Woodland Avenues between 8:30 and 10:30 on Hoagie Days.****

It is essential that all parents inform grandparents or guardians who may be responsible for student pick up. Please inform all parties of the GCCA pick up procedures.

Over the next few weeks the administration will be supervising dismissal to ensure that these new protocols are practiced consistently so parents and students are safe and dismissal is efficient.

We thank you for assisting us in making dismissal as smooth and safe as possible.

Sincerely,



Mr. Sidney Henriquez, Headmaster
Grove City Christian Academy

MAP IS ATTACHED.