

# Runnels School

## *Jefferson Hwy. Campus*

To: Parents of Bus Riders and Preschool Students  
Subject:: Driveway usage and traffic rules at Jefferson Highway

The driveway "system" at the Jefferson Highway campus is designed for the safety and convenience for drivers and children. Your part is to understand the plan and to "drive friendly."

Essentially, the driveway is a long, looping path down the "east-west" ENTRANCE driveway and back, and then to the "north-south" EXIT driveway across the front of the property. This EXIT driveway is wide enough for two (outgoing) lanes of traffic at times of peak need for off-the-street auto traffic.

**Arrival time at the Jefferson Highway campus is 7:35 – 7:45 a.m. (for bus riders and preschool siblings of bus riders) and 8:00 – 8:30 a.m. (for all other preschoolers).** For the safety of our children our driveway gate closes at 8:30 a.m. If you deliver your preschooler after 8:30 in the morning, we ask that you park your car (in the front parking area by the street), and escort your child to the appropriate door (front for 3's and 4's, and the back building for 2's).

**Afternoon departure time for preschoolers at the Jefferson Highway campus is 3:00 p.m.** If you wish to park and go inside to pick up your child, please plan to do that before 3:00 p.m., and please park in the front parking area by the street.

*For our plan to work, it is essential that morning drop-off and afternoon pick-up of students take place at the north (toward Government Street) end of the EXIT driveway. There will be teachers there on duty during these times, there is a covered walkway to the main building, and there are benches for children waiting for you in the afternoon.* The only exception to this rule during peak traffic times is the two-year-olds: they will use the gate at the end of the ENTRANCE driveway, as in the past, to be as close as possible to their building. If you have older children in your carpool as well as a two-year-old, it will be necessary to make a second stop for the older children, as explained above. This second stop, however, should cost you little if any time, since the normal exit path will take you by the station for the older children.

Thank you for your cooperation and courteous driving. If you have any questions about traffic rules, please ask Janice Leger or Karen Runnels.

Sincerely,

***\*The most important rule is that the driveway must always be open to the flow of traffic. Never park your car so this flow is blocked. This rule applies to ALL times of the day, and to everyone.\****

***Marcia Mackay  
Head of School***

# Jefferson Highway Driveway and Traffic Plan.

