

2011-2012 Drop-Off & Pick-Up Procedures

GENERAL PARKING LOT SAFETY GUIDELINES

- Please do not park across the street from FRCS (132 Central Street Business Park) or at the Mobil Station next door to FRCS for drop-off or pick-up students or to walk them to school. Both locations are private properties and it significantly contributes to delays. They will call the authorities if needed.
- Please do not double-park anywhere on campus nor leave your vehicle unattended at anytime in the drop-off/pick-up zones.
- Use the appropriate parking lot sidewalks and crosswalks; drive 10 M.P.H. or slower on campus.
- Do not use cell phones/mobile devices/handhelds/PDAs while traveling through the school parking lot.
- Parents entering the school for meetings or volunteer activities or mid-day pick-ups should park in the ORANGE parking section.
- All K-8 students arriving late between 7:45AM – 8:30AM must enter through Door D to check-in.
- All HS students arriving late between 7:45AM – 8:30AM must enter through Door X to check-in.
- After 8:30AM, all students must go to the Central Office inside Door A to check-in.
- All traffic must stay to the right of the jersey barriers adjacent to the bus lane.
- There is no left turn onto Route 140; all traffic must turn right.

MORNING DROP OFF PROCEDURES

IF YOU DROP OFF AT DOOR D or DOOR E in the morning:

- This area is best for K-3 and HS students.
- Drop off and pick up outside of Door D and Door E will continue with the regular routine.
- Pull up to the curb as close as possible to the vehicle in front of you before parking and unloading.
- Once unloaded, carefully merge with traffic & continue around the loop road to exit onto Route 140.

IF YOU DROP OFF AT DOOR Q in the morning:

- This area is best for MS students.
- Drop off and pick up outside of Door Q along the carpool lanes/zones.
- Pull into the carpool area to park and unload.
- Once unloaded, carefully merge with traffic & continue around the loop road to exit onto Route 140.
- Students must cross at the designated crosswalk near Door Q.

IF YOU DROP OFF NEAR DOOR B & DOOR A in the morning:

- This area is best for Grade 4-5 students and any student that needs to go to the Central Office.
- Drop off occurs in designated area (on your left) along the loop road.
- To the extent possible, all students should exit vehicles on the left side.
- Do NOT allow students to exit vehicles into areas that are not designated for drop off.
- Vehicles dropping off here should pull ahead as far as possible toward Door B. Vehicles will be stopped and unloaded as groups, coordinated by crossing guards and staff. Vehicles will proceed to exit as a group, coordinated by crossing guards and staff.

WE URGE YOU TO HELP FACILITATE THE FLOW OF TRAFFIC BY:

- Taking advantage of our early morning no-fee extended day program which begins at 7:00AM.
- Keeping the flow of traffic moving by using curbs and other designated areas as drop-off points.
- Dropping off quickly and driving away safely so others can pull in behind you.
- Writing notes, packing lunches and preparing backpacks before entering campus in the morning.

AFTERNOON PICK UP PROCEDURES

Please be reminded that we have a staggered PM dismissal schedule. This staggered schedule is important for the safe & effective dismissal of our 1,200 students.

2:35PM Kindergarten and Grade 1 Regional Bus Rider Dismissal

2:40PM Grade 2-12 Regional Bus & K-12 Foxboro Bus Rider, Student Driver and Walker Dismissal

2:50PM K-12 Carpool Student Dismissal - please arrive by 2:45pm to park in designated carpool spots

- For K carpools (and siblings if applicable), please pickup outside Door E.
- For Grade 1-12 carpools, please park & pickup in the carpool parking area by Door Q.

3:05PM Individual Student Dismissal – Please do NOT arrive on campus until 3:05pm

- For K and Grade 1 individuals (and siblings if applicable), please pickup by Door D & E.
- For Grade 2-12 individuals, please park & pickup in the carpool parking area by Door Q.

IF YOU PICK UP AT DOOR D or DOOR E in the afternoon:

- Pull up to the curb as close as possible to the vehicle in front of you and wait for students to exit.
- Once loaded, carefully merge with traffic and continue around the loop road to exit onto Route 140 (stay to your right)

IF YOU PICK UP IN THE CARPOOL AREA in the afternoon:

- Vehicles arriving to pick up individual students or families **MUST** park in vacant carpool spaces.
- These spaces are designated in the following colors: Red, Light Blue and Orange.
- If there are no spaces available in the carpool areas when you arrive on campus, please circle the loop road. **DO NOT STOP** in an undesignated area that may prevent the flow of traffic.
- All parents picking up individual students and/or individual families may only park in the carpool spots after 3:05PM. There are no parking spaces available until that time.

NOTE: An FRCS carpool is designated by 2 or more families sharing the responsibility of transporting multiple children to FRCS. In order to be qualified as an FRCS carpool, you must complete the Carpool Registration Form & be assigned a carpool spot. The form is available on our website or in the Central Office. Please contact the Central Office staff for clarification if/as needed.