

Grace Episcopal School

Transportation Plan

The transportation plan of Grace Episcopal School is designed to assure the safest possible process for receiving and dismissing our students as well as provide an efficient process for parents. Cooperation is essential; we request and expect staff, faculty, and parents to be thoughtful and vigilant to the process as described. The established plan, if diligently followed, will assure the safety of our students, respect the integrity of our neighborhood, minimally impact city traffic flow, and facilitate the time and convenience of our parents as well.

Parking:

- Parking on the residential streets surrounding the school campus is discouraged but is prohibited from 2:30 PM until 3:30 PM.
- Parent parking is provided in the parking lots located on the corner of North 4th St. and Glenmar as well as North 5th St. and Glenmar.
- Please be mindful of the designated church parking spots. We are not allowed to park in these spots at any time of the day.

Pedestrians and Bikers

- All crossing points for North 4th, North 5th, and North 6th Streets and designated at the intersections with Glenmar.

Morning Drop Off Procedures

- All students must be dropped off at their respective location. Drop off times are 7:30 AM – 7:50 AM. Any student that arrives after 7:50 AM must go through the school office to check in. An adult must escort them into the office.
- Pre-K 3, Pre-K 4, and siblings in Grades K-5 will be dropped off at the Lowery Hall entrance located on Glenmar St
- Grades K-5 without younger siblings in Pre-K will be dropped off at the Kilbourne Hall/Playground entrance located on Erin St.
- Middle School students will be dropped off at the Bancroft Hall entrance on Glenmar St.

*** Grace Episcopal School is not responsible for any child dropped off before 7:30 AM.*

Dismissal Procedures

- Students will be taken to their respective areas at 3:00 PM for dismissal. Teachers on duty will call your child to the door and a 2nd duty teacher will take them to your vehicle and load them for you. There is no need for you to exit the vehicle.
- All GES Families are given a numbered car tag. This tag must be displayed in your vehicle. We use this number to call your child to the door.
- Pre-K 3, Pre-K 4, and any of their siblings in grades K-5 will be picked up at the Lowery Hall entrance.
- Kindergarten through 5th grade students with no siblings in Pre-K will be picked up at the Kilbourne Hall/Playground entrance.
- Middle School students and their younger siblings in grades K-5 will be picked up at the Bancroft Hall entrance.
- In order to maintain a good traffic flow please remember the following during pick up times:
 - o Do not leave your vehicle to get your child.
 - o Do not use this time to confer with a teacher or leave a message.
 - o Do not park on the neighborhood streets – only park in designated parking lots and walk across the street to get your child.
- If you wish to park and walk over to pick up your child from carpool please form a line and be prepared to show your GES numbered car tag to the teacher on duty. Please do not park in front of or behind the cars in the Erin St. parking lot. Parents are expected to park in the 4th Street Parking Lot and walk across at the corner where Mr. Jeff will be directing traffic or at the Glenmar Street Parking Lot across from Middle School.