

Arrival and Dismissal Procedures

Dear Brookdale Families,

Beginning April 1, 2013 we will be amending our current arrival and dismissal procedures. Please keep in mind that the procedures have been amended in order to maintain a safe environment for our students, while encouraging the best possible flow of traffic. These procedures have been established with the support of Brookdale Administration, Brookdale PTA and the City of Naperville.

Drop Off/Pick Up Procedures on Redfield Road:

- Follow staff directions and signs and pull forward as far as possible (up to the end of walkway at the parking lot entrance).
- During arrival, staff members will be wearing orange vests and using hand-held stop signs to direct the flow of traffic.
- **Any car that wishes to enter the drop off lane must do so at Bainbridge and Redfield. The drop off lane will be one continuous lane and no longer will be broken into two drop off lanes.**
- Your child should be ready to exit the vehicle at arrival before the car immediately upon stopping your vehicle. Have your child exit/enter your car on the curb side.
- Drivers should stay in the car; school staff will assist your child, if necessary.
- **You may park and get out of your car if you are parked outside of the School Zone (typically indicated by yellow curbs) on the east side of the street. On the west side of Redfield, you may park and get out of your car if you are parked outside of the drop off lane and outside of the School Zone.**
- Once your child has exited/entered the car, move forward/follow staff directions to merge to the left into traffic. Be aware and cautious of other vehicles to your left as you proceed.
- Be aware of the crosswalk area and obey the instructions of the crossing guard.
- Respect our neighbors/residents on Redfield; avoid blocking their driveways at both arrival and dismissal times.

Drop Off/Pick Up Procedures on Bainbridge Drive:

- You may park in any area that is not marked as a "No Parking" zone.
- Monitor your speed and use extreme caution when approaching unsupervised crosswalks and obey the instructions of the crossing guard at the Bainbridge/Redfield crosswalk.
- Have your child exit/enter your car on the curb side.
- Respect our neighbors/residents on Bainbridge; avoid blocking their driveways at both arrival and dismissal times.
- **Additional location for dropping off/picking up students will be on Bainbridge at the end of the path. There will be a staff member located on the path wearing an orange vest beginning at 8:50 AM and 3:30 PM each day.**

Parking Lot Procedures:

- The circle drive may be used to make a change of direction. However, to avoid making a negative impact to the flow of traffic on Redfield, **please consider using Foxhill Street to Bainbridge to travel west or north.**
- The front drive is for buses and day care/transport vans only.
- The parking lot is closed to parking from 8:45AM to 9:15AM and from 3:15PM to 3:45PM.
- When visiting the school or outside of the times listed above, vehicles may park in any designated parking spot. If the lot is full and no designated parking spots are available, vehicles must be parked on Redfield or Bainbridge as directed above.

Cell Phone Law:

- Please be aware of a law that took effect on January 1, 2010, Senate Bill 72 titled "Vehicular Phone Use in School Zones". According to the law, **"a person, regardless of age, may not use a wireless telephone at any time while operating a motor vehicle on a roadway in a school speed zone"**.

We really appreciate everyone's support and understanding in following the amended procedures beginning April 1, 2013.