

# Princeton Charter School

100 BUNN DRIVE, PRINCETON NJ 08540 | WWW.PCS.K12.NJ.US

Phone: 609 924 0575 | Fax: 609 924 0282

## Important safety instructions at PCS

**Driving, dropping, and picking up students on campus:** It is of utmost importance that we all work to follow a safe and efficient process of dropping students off in the mornings and picking them up in the afternoons. Drivers and walkers must be alert, careful and respectful of the safety of all.

### **When driving on campus:**

- Do not speed or rush at any time, any place on campus.
- Stop at the sign between the parking lot and the bus area.
- Allow enough time for traffic.
- If cones are placed in the middle entrance on Bunn Drive, do not enter by driving between the cones at any time.
- Do not speed on the road behind the campus center. (Students and staff use this roadway and cars must not speed in this area or any others on campus.)
- At no time should students be dropped off behind the temporary classroom units located next to the campus center building.

**Drop-off:** Enter the upper parking lot on Bunn Drive. After 7:45 the middle entrance will be blocked off. We recommend that you allow ample time for drop off. Bunn Drive becomes quite congested at 7:50 AM and it is important for students to start the day calmly, unrushed with time to settle into homeroom for announcements and attendance.

- Pull up to the entrance to the 5-8 or K-4 buildings to drop students off.
- Cars dropping off at K-4 only should stay left and proceed to the lower drop-off area.
- **Do not drop students off at the top or middle of the upper (5-8) parking lot.** This causes a back-up onto Bunn. Pull up past the cones to drop off, even into the bus drop off area.
- **Students should be ready to exit quickly.** Do not keep school bags in the trunk. Have bags on lap ready to exit.
- Do not exit from the car on the driver's side of the car (into traffic).
- Do not drop students off in the left lane of the parking lot or on Bunn Drive.

**Pick-up:** Students need to be picked up between 3:15 and 3:30 P.M. unless they are in the After School Program or taking the bus. Children being picked up need to wait in the area close by the fence opening by the 5-8 building, or K-4 building respectively.

- Cars that arrive early for pick-up may park in the bus lanes until the buses arrive at which time cars must circle around to park wait for students.
- **Do not leave cars unattended at the bus loading area.**
- **If you arrive early and there is no space in the bus lanes, you must park in the lined spaces in the upper and lower lots.** *(This year, we are going to be strict about this procedure: if you arrive early, you must pull into a lined spot to wait, i.e. cars may not wait blocking other cars that are parked.*
- Ask for your child when you pull up to the pick-up area, and your child will be called. If your child is not out yet, or does not come, you will be asked to circle around.
- All pick-ups should occur before 3:30 PM.
- After 3:30 p.m. Park your car in a lined spot and come onto the playground to retrieve your child. (Your child may be sent to after school depending on the time.)
- Students are not to be picked up on the road behind the Gym/Campus center.
- Listen to the directions of the staff on duty if you are asked to move your car.

Thank you for your attention to these procedures. They will help make for a safe, efficient drop off and pick-up process.

Sincerely,

Larry Patton  
Head of School