

# Laguna Road Parking Guidelines and Procedures 2024-2025

<b>LOADING ZONE</b> Curbside in the upper lot is for drop off and pick up only. No parking please.	
<b>PARKING</b> Parking available on Coronado, Morella, and Domingo. Please do not park in the reserved spaces or local business lots. Be courteous of our neighbors and do not block driveways.	
<b>QUICK TIPS</b> <ul style="list-style-type: none"><li>■ Arrive early between 8-8:15 to avoid traffic.</li><li>■ Park in the neighborhoods.</li><li>■ Always use the crosswalk.</li><li>■ Stay in your lane and pull all the way forward.</li></ul>	
<b>PARKING</b> Parking available on east side of lower lot. Loading only on west side during arrival and dismissal.	
<b>CAUTION</b> Parking available on east Drive SLOWLY, no more than 5 miles per hour in the parking lot at all times.	
<b>PLEASE BE SAFE AND RESPECTFUL OF OTHERS</b>	

At Laguna Road, we are committed to creating a safe, welcoming school environment for all students, staff, and families. A positive school environment starts in our parking lots and neighboring streets. Please review the following guidelines for traffic safety and join us in our mission to make Laguna Road a safe and positive school environment for all.

Thank you for your support and collaboration!

## **Parking**

1. We recommend parking in the surrounding neighborhoods (Coronado Dr or Morelia Ave), walking with your child, and using the crosswalks at all times.
2. Please do not park in reserved or numbered parking spots or local business lots.
3. The upper parking lot is reserved for staff members only. Please do not park in numbered stalls marked with "staff." We have a high number of employees who arrive at various times throughout the day and it is important to leave these spots open.
4. The lower parking lot is reserved for visitors. However, parking on the west side of the lower parking lot is not allowed between 8:00-8:30 and 2:30-3:00. We use the west side as a drop-off lane during these times.

## **Morning Drop-Off**

1. Students should wait at the front of school until the start bell rings at 8:15am. At that time, they may drop off their backpacks and walk to the playground.
2. Please drive slowly and cautiously in our parking lots, no more than 5 miles per hour.
3. There are several drop-off locations available at our school:
  - a. Upper Parking Lot (front of the school)
  - b. Lower Parking Lot (behind the Multi Purpose Room)
  - c. Coronado Drive
  - d. Morelia Avenue
  - e. Domingo Road
4. Upper Parking Lot
  - a. Please say goodbyes at home, not on the curb, and have all belongings (backpacks, lunches) in the car and ready to go (not in the trunk).
  - b. Parents are to remain in the car at all times. If your child needs assistance, please signal a staff member who will be available to assist them.
  - c. Please do not leave your car unattended in the loading zone.
  - d. Arrive early, the lot doesn't back up until 8:20 am.
  - e. When arriving in the parking lot, please pull forward toward the Multi-Purpose Room as far as you can. Be aware that other cars will be merging towards the curb to drop off students. Be sure to use your turn signal, and please be kind. Staff members will be there to assist you and help you in moving forward.
  - f. Students must always exit the vehicle from the right side so that they can step directly onto the curb. Students should not walk in between cars.
  - g. Prepare your child to get out of the car quickly and efficiently. We see students in every grade level who are capable of exiting the vehicle with all of their daily supplies.
  - h. There will be no access to the lower lot from the upper lot. Entrance to the lower lot is through the alley entrance only.
5. Lower Parking Lot
  - a. To enter the lower parking lot, you must enter from Laguna Road through the alley entrance closest to Bastenchury. Please do not cut through other businesses' parking lots.
  - b. Please say goodbyes at home, not on the curb, and have all belongings (backpacks, lunches) in the car and ready to go (not in the trunk).
  - c. Parents are to remain in the car at all times. If your child needs assistance, please signal a staff member who will be available to assist them.
  - d. Please do not leave your car unattended in the loading zone.
  - e. Arrive early, the lot doesn't back up until 8:20 am.

- f. When pulling into the lower parking lot, please pull forward as much as you can.
  - g. Students must always exit the vehicle from the right side so that they can step directly onto the curb. Students should not walk in between cars.
  - h. Prepare your child to get out of the car quickly and efficiently. We see students in every grade level who are capable of exiting the vehicle with all of their daily supplies.
6. Coronado Drive
- a. Coronado Drive intersects with Laguna Road on the north side of campus.
  - b. This neighborhood has sidewalks and is safe for dropping off students, or for parking and walking your student to the crosswalk that crosses Laguna Road and leads directly onto campus.
  - c. Please be respectful and mindful of the residents in this neighborhood and adhere to all traffic laws. Please do not park in or block driveways.
7. Morelia Ave
- a. Morelia Ave is on the south side of campus and intersects at Bastanchury and Laguna Road.
  - b. This neighborhood has sidewalks and is safe for dropping for students, or for parking and walking up the hill to campus. Crosswalks must be used at all times.
  - c. Please be very respectful and mindful of residents in this neighborhood and adhere to all traffic laws. Please do not park in or block driveways.
8. Domingo Road
- a. Domingo Road is on the south side of campus and intersects at Laguna Road.
  - b. Please note that this neighborhood does not have sidewalks and may be used with caution for parking and walking up the hill to campus. Crosswalks must be used at all times.
  - c. Please be very respectful and mindful of residents in this neighborhood and adhere to all traffic laws. Please do not park in or block driveways.

### **Afternoon Pick-Up**

- 1. We recommend designating one specific spot for picking up your child (upper parking lot, lower parking lot, or in the neighborhood).
- 2. Please drive slowly and cautiously in our parking lots, no more than 5 miles per hour.
- 3. **Upper Parking Lot:** Upon entering upper parking lot for pickup, the two cars will be forced to merge before the crosswalk. Cones will be placed to facilitate the merger. Cars who enter the upper lot through the main entrance will not be able to access the lower lot.
  - a. Parents are to remain in the car at all times. If your child needs assistance, please signal a staff member who will be available to assist them, or plan to park in the neighborhood so you can adequately assist them.
  - b. Please do not leave your car unattended in the loading zone.
  - c. Students may enter the car only when the car is in the loading zone. There is no double parking or second pick up line. Students may not cross traffic to get into a car, even if they are accompanied by an adult. This is for the safety of our students, staff, and families.
  - d. Students must enter the vehicle from the right side of the vehicle so that they can step in directly from the curb.
  - e. When arriving in the parking lot, please pull forward as much as you can toward the Multi-Purpose Room.
- 4. **Lower Parking Lot:**

- a. Enter the lower lot by going up the alley off of Laguna Rd and making a u-turn into the lower lot. Be cautious with traffic leaving the upper lot through the alley. Cars entering the lower lot through the alley MUST yield to oncoming traffic.
- b. When turning left out of the lower lot or alley to leave the school, be sure to alternate with cars coming down the alley.

Thank you for your support and collaboration in creating a safe and positive school environment for our students, staff, families, and neighbors.