

Guidelines for Traffic and Parking on the Heathwood Hall Campus

There can be a significant amount of traffic on the Heathwood Hall campus during certain times of the day. To help keep our students safe and traffic flowing smoothly, we have established the following guidelines. **Please read this letter very carefully and share it with your student drivers or others who frequent our campus.**

General Guidelines

- Because of the amount of traffic and the presence of children, it is very important that drivers on campus stay focused on the road and what is happening around them. **Please do not use a cell phone while you are driving on campus.**
- There are a few times during the day, especially early in the school year or at afternoon pick-up, when the flow of traffic will slow to a crawl or even completely stop. Please be patient and do not go “off road” or around stopped traffic (unless directed to do so) to go around the congested area. The traffic congestion will be reduced once after-school sports and activities begin and carpools are established.
- Drivers dropping off or picking up children should use the following places:
 - **Early Childhood** - Drop-off in the Chapel parking lot, using the drop-off line; pick-up in the EC/LS carpool circle
 - **Lower School** - Drop-off and pick-up in the EC/LS carpool circle
 - **Middle School** – Drop-off and pick-up in the traffic circle in front of the MS building
 - **Upper School** – Please use the Athletic Center parking lot.
- If an Early Childhood or Lower School student is to be dropped off/picked up somewhere other than his/her designated traffic circle, he/she should be escorted from/to the car by either a parent or an older sibling.
- **Middle School and Upper School students participating in after-school sports should be picked up from the Athletic Center parking lot.** Middle School students not picked up within 10 minutes of the conclusion of practice will be sent to Afternoon Express/The Thought Studio.
- Student drivers bringing other students to school should go directly to their assigned parking lots and should not flow through the Early Childhood, Lower School or Middle School traffic circles. Upper School students should escort younger passengers to the classroom or to Early Morning Express.
- **If you are parking on campus, please park in designated parking spaces. Do not “create” a space – other drivers are not expecting your car to be there and could hit it.**
- Always drop off and pick up children from the right-hand side of the car and at the curb.
- Parents and visitors are encouraged to park in the large parking lot (the North lot) behind the Smith-Shirley Campus Center or in the Dining Commons parking lot.
- Heathwood Hall is a school committed to modeling and encouraging sustainability. Unless you are in an actively moving line of traffic, we ask that you not idle your car engine as you wait.

Front Circle (in front of the Administration buildings) Guidelines

- For brief visits, you are welcome to park along the left curb. **Please do not double park in the middle of the circle and do not park along the right curb, as it is a fire lane.**
- No Lower School student should be dropped off or picked up from the front circle.

Early Childhood Lot (between the Chapel and the Playground) Guidelines

- You may park in the gravel lot between the Chapel and the playground.

Lower School Circle (between the Averyt Early Childhood Learning Center and the Smith-Shirley Campus Center) Guidelines

- Please remember that there is no parking allowed in the circle or in the circle's visitor spaces during morning or afternoon carpool.
- Loading/unloading will occur only from the passenger side of the car. **Please do not let your child walk between cars.**
- If you choose to park and escort your child to/from your car, please park in the North parking lot behind the Smith-Shirley Campus Center. **Please do not park along the road by the pond.**
- After school, please follow the established plan for Lower School circle pick up. If you park in the North parking lot behind the Campus Center or in the front circle, please escort your child to the car.

Middle School Circle Guidelines

- Middle school students should be dropped off and picked up along the driveway in front of the MS building.
- To enter the driveway in front of the building, please go to the far entrance (the one closest to the track), which is marked with an **Enter** sign. The driveway and parking areas are **one way**, so please follow the arrows.
- When dropping off or picking up a MS student during congested times, **please travel along the sidewalk as far as you can** to make room for other parents behind you. Remember to stay along the curb – students should not walk between cars. **Please do not drive through the lined parking area to drop off students. Students should be dropped off only along the curb at the building.**
- When pulling away from the curb, be aware of cars on the left side of the driveway (the traffic lane) that also are exiting.
- Visitor parking spaces are available in front of the building. Please do not leave your car parked in the traffic circle, especially during the busiest times of morning drop off or afternoon pick up.

North Parking Lot (behind the Smith-Shirley Campus Center) Guidelines

- If you drop off or pick up your children in this parking lot, we ask that you park and escort them to/from your vehicle.
- Please be aware that in the afternoon, the bus loading area is located on the building side of this parking lot. This is also the parking lot for our Freshman and Sophomore student drivers. Be aware that there is increased traffic in this lot during drop-off and pick-up times.

Other Parking Lot Guidelines

- Student drivers who are seniors are to park in the Athletic Center parking lot. Junior drivers should park in the gravel lot next to the baseball field, and sophomore and freshman drivers are to park in the North parking lot behind the Smith-Shirley Campus Center. Students should not park in the lot by the Dining Commons, as it is reserved for school employees and visitors.

We appreciate your cooperation in following these guidelines. Please feel free to contact me if you have any questions or concerns.

Thank you,

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