



Drop Off Zone – Alice Fong Yu

Drop Off Zone Setup Instructions:

How to get the Drop Off Zone set up:

1. If you are the first to arrive and getting things ready please pull out the orange safety vest that are located in the vestibule of the 12th Avenue school entrance
2. Set up the traffic cones on 12th Avenue about 8 feet from the curb. Align the first cone with the driveway to the courtyard and space the cones close enough to discourage line jumping or cars exiting onto 12th Avenue from the line once they have dropped off their student.
3. Set up the little 'safety man' at the beginning of the line but place it on the curb/sidewalk to keep it out of the Drop Off Zone lane.
4. The first volunteer should position themselves adjacent to the driveway to the courtyard. The other volunteer's should space themselves along the line to provide two or three 'drop off' spots.

During Active Drop Off Time:

1. Have the cars enter at the beginning of the line and move up to the first volunteer at the top of the line. Have subsequent cars queue up with each volunteer thereafter.
2. If you see anybody acting unsafely, **DO NOT HESITATE TO SPEAK UP!** It is important that people observe safety rules and not put themselves and their children at risk.

Examples are:

- a. Jaywalking across 12th Avenue and walking between cars in the drop off line.
- b. Cars jumping the line and/or pulling out from the middle of the drop off line before they have reached the end to exit the line onto 12th Avenue safely.
- c. People double parking across the street (or anywhere)
- d. Parents letting their children out before they get to the parent volunteer.
- e. Letting their children out on the driver's side – **THIS IS VERY DANGEROUS!**
- f. If there is a serious or major problem that requires immediate handling, please let the DOZ coordinator know immediately.

Other Important Considerations:

1. Please be courteous and greet the parent after they pull up and the children as they exit the car. A 'Good Morning' goes a long way.

2. Please refrain from using the cell phone during drop off – we need to be watchful for potential hazards during this time.
3. Please be on time.
4. Enjoy! The DOZ is a great way to meet and know other AFY families!