

# MCS Parking Lot Procedure

**Revised: June 28, 2022**

Each of us has an obligation to drive as safely and with as much courtesy as possible at all times while on Maranatha Christian School property. For everyone's well-being and safety, please follow all signage and the directions of our parking lot personnel while driving or walking in the parking lot areas.

## MORNING DROP-OFF PROCEDURE

Once you have turned into the parking lot, there are two options.

### Option 1 - TURN LEFT FOR PARKING

- Once you have parked your vehicle, elementary students must be accompanied by a parent or a guardian to the appropriate gate. Please do not stop to drop students off until parked in the parking lot. To maintain safety and order, please use the yellow safety crosswalks. Additionally, Seniors have designated parking spaces that are exclusively for them. Please do not park in their painted spots.

### Option 2 - TURN RIGHT FOR DROP-OFF

- Once you turn right, stay in the drive-through lane. This end of the parking lot is designated for staff parking only. The flow of traffic moves through the parking lot to the designated drop-off zone as indicated on the parking map. Do not pass other cars in the drive-through lane. Always follow the direction of the Parking Attendants.
- The drop-off zone is located along the curb in front of the school, stretching from the Administrative Building to the portables. It is a designated area in which cars must come to a complete stop to offload students safely. Students are highly encouraged to exit to the sidewalk side and NOT into the traffic side (driver's side).
- Once stopped in the drop-off zone, students can walk directly to their gate. ***Please do not park or drop off your student anywhere before you enter the drop-off zone. Once again, follow the directions from the Parking Attendants.***

## AFTERNOON PICK-UP PROCEDURE

1. When picking up Elementary students please park your vehicle and pick up students at their classroom. Teachers will sign out students as they leave. For safety, students need to walk with their parents in the parking lot.

2. Junior High and High School students are allowed to leave campus and walk out to waiting vehicles once you have parked in a designated parking space.

**3. Do not block or stop the flow of traffic at any time along the RED FIRE CURB or in the parking lot drive-through lanes for Afternoon Pick-up. Please do not park in handicap parking spaces at any time unless you have a Handicap Sticker or placard.**

4. If a student has stayed after school for sports practice, After School Care Programs or tutoring, please follow all parking lot procedures for Afternoon Pick-up.