



Dear Parents and/or Guardians of the Class of 2015:

For the safety of our students and those who transport them, a detailed plan for student drop-off has been implemented. It is essential that all of us strictly adhere to the guidelines in this letter. Attached you will find a map of the outside areas of the school including the parking lots, the bus loading zones, and the automobile and carpool drop-off areas. Additionally, the locations of the bicycle racks are noted on the map on the reverse side of this letter.

ALLTOWN BUS SERVICE DROP-OFF POINT

Students subscribing to the Alltown Bus Service will be dropped off on the east side of Building C next to the sidewalk as illustrated by location **B1** on the map. All school buses will enter the Campus from Frontage Road and proceed down the access road to the bus lane. This location is for **BUSES ONLY** and **NO AUTOMOBILES OR CARPOOLS WILL BE ALLOWED TO ENTER THE CAMPUS FROM FRONTAGE ROAD.**

PACE TRANSIT SYSTEM DROP-OFF POINTS

Four PACE routes will be servicing Northfield Campus students. The drop-off points for PACE will be on Happ Road directly in front of the main entrance to the Campus. Northbound buses will stop on the east side of Happ Road as illustrated by location **B2** on the map and southbound buses will stop on the west side as illustrated by location **B3** on the map. All students must use the crosswalk in crossing the street from the west side of Happ Road.

SHUTTLE BUS DROP-OFF AND PICK-UP AREA

Students who will commute to the Winnetka Campus for classes or after-school activities – including athletics – will board and depart from the shuttle bus in location **C1**. A shuttle bus schedule was included in the June mailing.

AUTOMOBILE AND CARPOOL TRAFFIC

Students who use automobiles or carpools to get to the campus must use one of three student drop-off locations on Happ Road. Northbound vehicles may use location **C1** or location **C3** on your attached map. Care must be taken in accessing these locations and re-entering the flow of traffic on Happ Road. Southbound vehicles can use location **C3** on the east side of Happ Road, or **C2** on the west side of Happ Road. The entrance to the **C2** lot is on the south side. After the drop-off is made, vehicles will proceed to the north end of the lot to exit. Please note the striping that is in each location to indicate the area that the drop-off is to occur. The D Circle marked **C4** may only be used for students with mobility issues (e.g. a student on crutches). **Under no circumstances is student drop-off to be done in the South lot, the Southeast lot, the East lot, or the turnaround for special needs students on Happ Road. Carpool traffic cannot use Frontage Road as an entry to the campus to drop off students.**

BICYCLE TRAFFIC

For students preferring to use bicycles, two locations have been chosen for bike racks on the Campus. Locations **D1** and **D2** are convenient to the buildings and are surveyed by cameras. Students riding bicycles must be sure that they lock their bikes to the racks. Bicycle safety to and from school on the access roads leading to the Campus is of utmost importance.

Thank you in advance for cooperating with us to maintain the safety and well-being of our students and those who transport them to the Northfield Campus.

Sincerely,



Denise Hibbard
Assistant Principal, Northfield Campus



Donald R. Goers
Associate Superintendent