



## ***Construction Traffic Patterns and Parking Effective September 27, 2016 at dismissal***

We want to move as quickly as possible to expedite the completion of our new site plan, including our new roadway, parking lot, tennis courts, entrance and landscaping. We lost 14 weeks due to legal action filed against Bloomfield Township by neighborhood associations, which means that we need to move extremely quickly to avoid construction delays with approaching winter weather.

Today (Monday, September 26), we were notified that to accomplish these objectives and to comply with the safety and security regulations we have in place during construction, we need to accelerate our construction timeline. This has resulted in the need to close the entrance to the Academy of the Sacred Heart from Squirrel Road immediately.

The following represents our immediate traffic plan utilizing only the Kensington Road entrances to the property, with accommodations for athletics, Extended Day and the anticipation of limited parking for a 3-5 week period while the Field House parking lot is replaced. I sincerely apologize for the inconvenience this timing will create for you and your family. I am hopeful that the outcome will overshadow this temporary inconvenience.

**Please review the following procedures to be implemented on Tuesday, September 27 at dismissal:**

**During the first phase of construction, there will be no access to the Academy of the Sacred Heart from Squirrel Road. The only access to the Academy of the Sacred Heart will be from Kensington Road.**

We hope that the new Squirrel Road entrance will be available for our use by December 1, 2016.

**The Field House parking lot will be available until Monday, October 10, 2016, but it can only be accessed from Kensington Road.**

Because this will result in some significant inconvenience, members of the School Leadership Team, along with members of the faculty and staff, will be directing traffic at arrival and dismissal. Please follow their directions, even if it means a few more minutes of waiting. We will do everything that we can to alleviate wait times.

### **General Procedures:**

- While the Squirrel Road entrance is closed, no children PRI-Grade 8 may use the Field House doors for arrival, and only for dismissal with a parent from the Extended Day program. Until the Field House parking lot closes, US students who park in the Field House may use the Field House entrance. When the Field House parking lot closes, no students, except ECP with a parent, should use the Field House doors unless accompanied by a parent.
- The road curve directly in front of the chapel (The Chapel Curve) will be used for bus parking, loading and unloading of students **and will not be available for regular traffic.**

- There will be no use of the Chapel Curve to go from the Circle Drive to either the Portry Circle or the Administrative Parking Lot Circle.
- During construction, there will be 3-5 weeks of limited parking available at the Academy of the Sacred Heart. This time will begin on Tuesday, October 11 and continue through Wednesday, November 30. During this time, each employee (faculty, staff and administration) will be given a designated parking lot assignment based on arrival time. Student parking assignments will be done by lottery (beginning with Seniors) and are only available to students who have been issued a parking permit and are in good standing. Student parking purchased at the Benefit will be guaranteed.
- Limited parking will be available for parents during peak arrival and dismissal times. If possible, please pick up your child as close to his/her appointed time as possible. If additional time is needed, please park in available areas and wait for your child or come into the building.
- During the construction of our new road, we will have three drop off /pick-up points:
  - Administration Lot Circle
  - Kensington Road Portry Circle
  - Circle Drive (Closest to LS/PRI/ECP)
  - **Administration Parking Lot Circle -- *Please see below for description of directions and mandatory procedures***
    - Located as a traffic loop entering the property through the North drive (closest to Long Lake), the Administration Parking Lot Circle will provide an additional drop-off and/or pick-up loop.
    - Car pools choosing to use this point will be asked to proceed to the (East) end of the parking lot, drop off children and continue through the lot. It is essential that cars do not park in unauthorized spaces in this parking lot. To facilitate use of this loop, the screened porch to the school will be open from 7:15-8:15 a.m. and from 2:45-3:30 p.m.
  - **Kensington Road Portry Circle-- -- *Please see below for description of directions and mandatory procedures***
    - This loop enters and exits the property using the North drive (closest to Long Lake) and stops at the main door of the School.
    - When dropping off children at the main school door (portry entrance), please pull up to the end of the circle on the north side of the circle. If your child is not visible at the front door, please circle around until s/he is ready. This will allow more cars to enter into the drop-off and pick-up line, alleviating some of the traffic on Kensington Road.
    - There are two lanes to be used in the portry circle. During construction, both lanes can be used, although great caution must be taken by both drivers and students. All traffic through the circle area will be one way, with both driveways having two-way traffic.
  - **Circle Drive (ECP/PRI and LS Doors)-- -- *Please see below for description of directions and mandatory procedures***
    - This drive enters and exits the school through the South (main) drive but does not allow a LEFT turn toward the main entrance. All traffic entering through this drive MUST turn right.
    - When dropping off/picking up children at the Circle Drive (ECP/PRI/LS doors) please pull into the main driveway, turn right and proceed through the South Parking Lot loop and into the Circle Drive. Please circle around to the end of the sidewalk and wait for your child to be escorted to your car and proceed out of the circle to the main driveway.

There are two exit lanes, one to turn left onto Kensington Road and one to turn right onto Kensington Road.

- **Recommended Drop Off/Pick Up Areas:** Below is the recommended pick-up area based on the study of cars over the last three weeks and our actual population. *If you choose a different location, please send an email to Sr. Bearss [bbearss@ashmi.org](mailto:bbearss@ashmi.org) to indicate the location for all pick-up.* Parents having children in multiple sections (Primary, LS, MSG, KH, US) may choose one location to pick-up all children in a family.
  - **Recommended Locations:**
    - **Kensington Road Portry Circle:**
      - MSG or US Students (with no sibling)
      - MSG + Lower School (Lower School sibling - students will be escorted to the Portry Circle) + US
    - **Circle Drive (ECP/PRI and LS) door:**
      - Primary or Lower School Students (with no sibling)
      - Primary + MSG or KH (MSG or KH students will go to Circle Drive)
    - **Administration Parking Lot Circle:**
      - KH (no sibling)
      - KH + Lower School (Lower School sibling - students will be escorted to the Administration Parking Lot Circle) + Upper School
- **Early Childhood Program Students**
  - Parents of Early Childhood Program children may be dropped off at the Kensington Road Portry Circle, the Field House Circle or the Circle Drive.
  - Parking during Early Childhood drop-off is available in the Field House Circle or in the Circle Drive except for hours of general dismissal (2:45 p.m.- 3:45 p.m.)
- **Extended Day Departures**
  - Extended Day students picked up after 4:00 pm may be picked up from the Field House entrance, although no parking is available. Parents may also enter the building through the door at the Circle Drive to pick up Extended Day students.
- **Sports Dismissal/Arrival**
  - All students returning from a sports event, game or activity will be dropped off at the Kensington Road Portry Circle. Parents waiting for a bus or a sports activity should park or wait in the Administration Parking Lot
- **Parking during Construction**
  - During construction, two parking lots will be available for use during the school day and for all school-related activity. These two lots, the Administration Parking Lot and the South Parking lot, provide more than enough parking spaces for us to continue all of our regular activities, provided that we are careful and strategic in our planning. Careful planning will prevent the unnecessary expenditure of any funds, maximizing the effectiveness of our budget and speeding the project completion date. All assistance in this challenge is greatly appreciated.
  - During the weeks (3-5) that the Field House parking lot is closed, there will be limited student parking. I have already asked faculty and staff to carpool and when the Field House lot closes, I ask that US parents consider driving students or facilitating car pools. We will provide off-site

parking for our special events during the time that the Field House parking lot is closed. Details regarding these plans will follow in the next days.

### ***Driving Directions for the Circle Drive***

If your drop-off/pick-up point is the Circle Drive:

- Enter the Academy through the South Kensington Entrance (Main entrance)
- Proceed to the right through the Parking Lot Loop to the Circle Drive (ECP/PRI/Lower School doors) and Exit the Academy through the South Kensington Entrance (Main entrance)
- If you need to wait for a child, please pull into an available spot in the parking lot
- The road curve directly in front of the chapel (The Chapel Curve) will be used for bus parking, loading and unloading of students **and will not be available for regular traffic.**
- You will not be able to use the Chapel Curve to go from the Lower School Circle to either the Portry Circle or the Administrative Parking Lot Circle.

### ***Driving Directions for the Kensington Road Portry Circle***

If your drop-off/pick-up point is the Portry Circle:

- Enter the Academy through the North Kensington Entrance (closest to Long Lake Road)
- Proceed through the loop to the right around the circle until the sidewalk ends. This is the only location of student loading and unloading.
- If you need to wait for a child, please continue to drive around the circle until your child(ren) is/are at the loading and unloading location or park in the parking lot.
- When you have completed drop-off/pick-up, please exit the Academy through the North Kensington exit (closest to Long Lake Road).
- The road curve directly in front of the chapel (The Chapel Curve) will be used for bus parking, loading and unloading of students **and will not be available for regular traffic.**
- You will not be able to use the Chapel Curve to go from the Lower School Circle to either the Kensington Road Portry Circle or the Administration Parking Lot Loop

### ***Driving Directions for the Administrative Parking Lot Circle***

If your drop-off/pick-up point is the Administrative Parking Lot Circle:

- Enter the Academy through the North Kensington Entrance (closest to Long Lake Road).

- Proceed to the top of the driveway, yield and turn left into the Administrative Lot Circle.
- Drive to the East end of the parking lot and stop to unload/load children.
- If you need to wait for a child, please continue to drive around the Administrative Lot Circle until your child(ren) is/are at the East end of the Administrative Lot Circle.
- When you have completed drop-off/pick-up, please exit the Academy through the North Kensington exit (closest to Long Lake Road)
- The road curve directly in front of the chapel (The Chapel Curve) will be used for bus parking, loading and unloading of students **and will not be available for regular traffic.**
- You will not be able to use the Chapel Curve to go from the Lower School Circle to either the Kensington Road Portry Circle or the Administrative Lot Circle

