Dear Sage Hill Community Member,

We’re looking forward to having you join our community for the 2018-2019 school year. Please read the following important information about Sage Hill School campus access control procedures.

**Access Control Procedures**

The Security Team at our Newport Coast Drive entrance monitors who is entering our campus. The entrance will be open during business hours and events and will be secured when the campus is closed.

In August, Sage Hill will mail you three vehicle decals to easily identify your vehicles and grant access onto campus. These decals will arrive with instructions for placement and use. The decals are a special material and will not produce residue. Vehicles attempting to enter campus without a decal will be stopped by Security and verified to maintain a secure campus.

**Traffic Awareness for Drop Off and Pick Up**

Drop off and pick up at any school present unique traffic management challenges. We all play a part in this as drivers and we ask all community members to work together to improve the situation. Here are some tips to aid in the safety and efficiency of the drop off and pick up process:

- Please be ready for an efficient drop off before you arrive at the yellow curb, with personal belongings in order and persons ready to step out of the vehicle; the yellow zone is not the place to search for items in your vehicle or gather your things.
- Please do not change drivers in the yellow zone, please park in the rear of the student parking lot in marked spaces to accommodate the switching of drivers in a courteous and safe manner.
- Please do not use the faculty/visitor parking lot for drop off; this lot is one-way traffic and is a dead end during drop-off hours.
- Please drop off only in the unloading zone next to the yellow curb, pull forward as far as possible using all available yellow curb space including the area where the traffic poles are along the curved portion.
- After your vehicle is unloaded, please merge to the left into an exit lane freeing space at the yellow curb. Do not drop off in passing/exit lanes as this would create a safety hazard.
- Please do not stop or park in Fire Zones (red curbs). Local laws do apply and are designed to increase safety.
- Please do not be a distracted driver (no phones or other distractions); safety is everyone’s responsibility, so please set the example.
- Please drive slowly and cautiously; you are driving among new and often times inexperienced drivers. Be mindful that your children and the children of others will model your driving behavior.

Thank you for working with us. If you have any questions, please call us at (949) 219-1324.

Sincerely,

Adam Patterson
Sage Hill Security Supervisor