

**RULES FOR USE OF ALL PARKING AREAS
AT COLEGIO NUEVA GRANADA**

The school has four (4) parking areas which will be distributed in the following way:

1. Parking Lot No.1, situated on Avenida Circunvalar, to be used by parents and their chauffeurs.
2. Parking Lot. No. 2, situated across the Avenida Circunvalar (the triangle), to be used by visitors in general.
3. Parking Lot No. 3, situated behind the Administrative Building, to be used by those who are physically impaired.
4. Parking Lot No. 4, situated at the southern end of the campus with access through the Gate no. 4 (Hogar Entrance), to be used by twelfth grade students with parking permits and employees of the school.

In order to have access to any of the parking lots listed above, as of January 8th, 2007, vehicles must display a parking permit identifying them as parents, students or employees of the school. In this way we will be able to identify who has been authorized to remain on school grounds and take corrective measures when the privilege is abused.

Each family must obtain a parking permit by claiming it at the General Services Office. If the family is new to the school, you must obtain the permit from the Admissions Office. Each family will receive two permits, but can request additional ones by indicating it on the format. These permits will be handed out to a parent only, under no circumstances will they given to students.

Parking on campus is a privilege. Requesting the parking permit implies the acceptance of the rules and consequences of not abiding by them. Non-fulfillment of the rules set forth in this document will result in the loss of the privilege to have access to school parking areas.

As of January 8th, 2007, no private vehicles will be allowed access into the bus parking area during school operating hours 6:45 Am and 3:45 PM). Those families who until then have been using a special permit to access must pick-up and drop off students in Parking Lot No. 1.

RULES FOR THE USE OF PARKING PERMITS IN ALL PARKING AREAS

1. Each vehicle must display the parking permit in a visible place before driving up to the gate. In case the car arriving does not have a visible parking permit, the driver will be asked to identify himself with a valid ID and the name of the student they are coming to drop off or pick up. This will delay the whole process, not only for the affected student but also for all those coming up behind them. If the driver is a parent, who does not have a parking permit, he/she must show his /her school ID. (Those of you who do not have one must please come to the Technology Office on the second floor of the administration building to get one).
2. If the same driver or family relapses and does not present the valid parking permit, he or she will not be allowed to enter the parking area. The security guards on campus are authorized to refuse access to anyone not having the permit, please treat them with respect. Although parents will be allowed to enter by showing their CNG ID, the idea is that each family should have specific parking permits.
3. The parking permit is valid for the 2009-10 school year and it must be validated for the next year, if needed.
4. For your own security and that of your children, please do not give the assigned permit to anyone. Access controls are only as efficient and useful if users respect the rules.

USE OF PARKING LOT NO. 1 FOR PARENTS

- Parking Lot No. 1 is to be used by parents when they are coming to drop off or pick up their children, or when they come to school for a specific event. Parents who drive themselves to school have a priority over those who are driven by chauffeurs. As such, parking spaces nearest to the exit gate (north end) are reserved for parents who drive themselves. Chauffeurs must park their cars on the spaces furthest south of the lot.
- Only those vehicles with the valid parent ID will be allowed to enter the parking area.
- All vehicles must enter through the southern entrance and exit through the northern gate. The northern area of the lot is the pick up and drop off area and must not be blocked, cars should not park here as this is a waiting area.
- Peak Hours of operation on this lot are from 6:45 AM to 7:15 AM, from 7:45 AM to 8:15 AM, from 1:45 PM to 2:30 PM and from 3:15 PM to 3:45 PM, please keep this in mind and help keep the traffic moving.
- Maximum speed in the parking lot is 20 Kph. Please remember this is a school parking lot and therefore, most pedestrians are children. Maximum caution must be taken when driving through.
- All vehicles must park in reverse.

- The school will not cover the cost of any lost items left inside vehicles or be responsible for any collisions or accidents which happen inside its parking areas.

RECOMMENDATIONS FOR CHAUFFEURS AND “ESCOLTAS”

Parents will be given priority when parking. All vehicles driven by chauffeurs must park in the southern end of the lot and must park in reverse. Chauffeurs must not block any parked cars and should not leave their car unattended at any time. They must move their car when requested to do so. Please make sure:

- Chauffeurs must use appropriate language.
- Smoking is not allowed.
- If the need arises, please use the bathroom at the front gate. If for some reasons the driver has to stay and wait in parking lot, they must make sure not to block any parked vehicles.
- Car doors must remain closed at all times.
- In case a family arrives with two vehicles, only one can come into the parking area, the other one can park in Parking Lot No. 2.

USE OF PARKING LOT NO. 2 FOR VISITORS

This parking area is to be used by the community and visitors in general. All vehicles with permits which identify them as parents can have access to this area.

1. All vehicles must park in reverse.
2. The school will not cover the cost of any lost items left inside vehicles or be responsible for any collisions or accidents which happen inside its parking areas.
3. Chauffeurs must use appropriate language.
4. Smoking is not allowed.
5. If the need arises, please use the bathroom at the front gate.

USE OF PARKING LOT NO: 3 HANDICAPPED

This area has a limited number of spaces which are reserved for staff members or visitors who have any type of physical disability which may make it difficult for them to walk from the regular parking lot. In order to get this special permit, those interested must ask for the special form at the General Services Office. Since there are a limited number of spaces, we ask that those who have temporary disabilities stop using this parking area as soon as they can physically do so.

RULES FOR THE 12TH GRADE STUDENT PARKING AREA

By board policy, Seniors may apply for a CNG student parking permit, to be issued and conditioned upon behavior and academics. Once the parking permit is issued, it shall be displayed prominently in the Senior's vehicle. Student parking is limited, and available on a first come, first served basis. No guarantee of availability is implied in this agreement. The parking permit may be revoked instantly by any member of the school administrative team for reckless and dangerous driving, or inappropriate use of a motor vehicle, as well as for failure to meet the conditions set by the Board of Directors of CNG. Students must agree to sign the parking restrictions form transcribed below.

PARKING LOT RESTRICTIONS

I understand that I will be able to park on CNG property by following the rules listed below:

1. The gate will close at 7:10 a.m. No one is allowed to enter after that time.
2. The gate will open at 2:10 p.m.
3. Respect for CNG rules as listed in the handbook must be followed at all times.
4. CNG is not responsible for damage to student vehicles.
5. Students may not "block" other parked cars.
6. The security guard must be obeyed and he will report violators to the H.S. administration.
7. Students may not go to their cars at break or lunch times.
8. Students who leave campus with student drivers MUST have a gate pass.
9. Violators will lose their parking privileges.
10. All students violating the above-mentioned rules are subject to demerits.

