



GENERAL REGULATIONS FOR THE PARKING LOT



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CHAPTER I PARKING AND ROAD

Article 1st. General parking is exclusively for parents, teachers and students (boxes marked only) of the Colegio Americano of San Carlos.

Article 2nd. It is forbidden to use of the parking at the following times:

- a. Entrance 6:45 a.m. to 8:00 a.m.
- b. Exit 1:00 p.m. to 3:00 p.m.

Article 3rd. Parents are strictly forbidden to park permanently or temporarily (even with intermittent lights on) in prohibited places and the Blvd. Luis Encinas sidewalk in front of the school.

Article 4th. When standing in line it is requested to wait in the vacant lot before crossing the street Blvd. Luis Encinas or in Felix Faustino Blvd. before the school parking lot..

Article 5th. The cars will advance as the personnel of the College indicate.

Article 6th. All children will be delivered during the exit to the door of his car in the school parking lot.

Article 7th. Parents who disregard these guidelines will be sanctioned according to the rules of each Level Regulations.

CHAPTER II ENTRANCE

Article 8th. From Kinder 3rd. to High School entrance to school is by the Main door.

Article 9th. From Early Entrance (maternal) to Kindergarten 2nd. is by Gate 1 (maternal door).

Article 10th. The time of entrance for High School is 6:45 a.m. to 7:00 a.m.

CHAPTER III EXIT

Article 11th. The rounds will be stationed in **round 2 lane** of traffic of the parking lot between the hours of 2:05pm. to 2:15p.m.

Article 12th. They must carry the poster with the names of all the students involved in the round and will circulate in order of arrival during the scheduled time. (2:05 p.m. to 2:15 p.m.)

Article 13th. Parents of students who **do not belong to the round** shall take lanes 2, 3 and 4 of the parking lot, following all the lane length to the end and leave a reasonable time for maneuvering their exit by lane 1 in hours (2:15 p.m. to 2:30p.m.).

Article 14th. **Under no circumstances lane 1 could be used to park temporarily or intermittently**, it must be used as the continuous circulation lane.

Article 15th. The Middle and High school students that leave the school walking need a permit and



the school must be notified by the parent or tutor at the beginning of the school year to the corresponding Director of the level.

Article 16th. Parents picking up their children walking must walk in a row on the right side of the gate and wait for their child or children when they are voiced.

CHAPTER IV ROUNDS

Article 17th. To deliver and pick up their children in the lane and time of rounds, parents must apply and fill out the form at the Front Desk.

Article 18th. After filling out the application form and signing the General Rules of Parking the poster will be provided to parents.

Article 19th. Parents should make sure to carry the poster daily, which must be placed in the **lower right corner of the windshield.**

Article 20th. The Poster is **NOT** transferable and must remain in a visible place while the vehicle is in the parking lot. Otherwise; the school reserves the right to tow the unit out of the parking lot.

CHAPTER V DISCIPLINE

Article 21st. After hours, 6:45 a.m. to 7:00 a.m. High School students should park in the main parking lot on the marked places only as long as the parking lot has vacant places. Notably, the student will be allowed access to classes from the second hour.

Article 22nd. Is strictly prohibited that students attend individually or in groups to cars during the day ranging in hours from 06:45a.m to 14:30 p.m.

Article 23rd. In case of loss or theft of the Poster; we thank you immediately notify Level Director to cancel it and create a new one. The replacement will cost \$ 50.00 (fifty pesos 00/100) which must be paid in cash at the school.

Article 24th. The Institution reserves the right to review the entire vehicle during the entrance and exit of school if deemed necessary.

Article 25th. It is strictly forbidden to introduce to the parking lot and/or school any type of drugs or materials whose consumption harms health, drugs and toxic substances, volatile substances or any type of firearm or knives.

Article 26th. It is strictly forbidden to remove any items, signage and/or equipment owned by the Colegio Americano of San Carlos.

Article 27th. If (the) student (s) is (are) surprised (s) with any of the objects and/or substances declared in article 25th., will be suspended of the institution.

Article 28th. The Colegio Americano of San Carlos is not responsible for theft, damage and partial or total loss of any the vehicle.

Article 29th. The student and the owner of the vehicle being used by the student, know and accept



the terms of this Regulation entirely leaving harmless the Colegio Americano of San Carlos S.C. of any judicial, criminal and/or administrative involvement in which the student, the owner and/or the vehicle itself is involved.

I am aware of the General Rules of the use of the Parking Lot of the Colegio Americano of San Carlos, SC and I accept them all.

NAME AND SIGNATURE OF PARENT OR TUTOR

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NAME AND SIGNATURE OF OWNER OF THE VEHICLE

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DATE

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