

The arrival and departure of approximately 300 students from our school each morning and afternoon requires order and cooperation to ensure the safety of our children. We are asking that you use the transportation provided by the district as it is statistically a safer means of travel for your child. It will also eliminate the high volume of traffic that we have in our parking lots at arrival and dismissal and improve safety and the efficient and timely arrival and dismissal of children.

Please know that in order for us to ensure the safety of our children, we need your help with the following:

AM

1. Drive SLOWLY through the front parking lot when dropping off your child.
2. Only buses are permitted in the bus lane closest to the building. All other traffic MUST go through the parking lot. (If you need to access the Handicap parking area please use the bus lane but wait until no buses are present and/or loading/unloading, then pull forward)
3. If you are dropping off your child you can:
 - a. Stop in the designated Drop-Off Zone in the front parking lot, allow your child to exit your vehicle safely and drive away slowly (once a staff member is present at the drop-off zone at 8:03am).
 - b. Park your car, hold your child's hand and walk your child to the crosswalk where staff members will be present to help your child cross and enter the building.
4. Prepare your child in advance to exit your car, so that they can safely and quickly move from your car into the building.
5. DO NOT park in the Drop-Off Zone to deliver your child to the building.
6. Never leave your child unattended in the parking lot or sidewalk without a staff member present.
7. All children arriving after 8:15: Parents must park in the lot and sign students in at the main office.

PM

No parent/guardian will be invited to pick up a child between 2:30 and 2:48PM except in the circumstance of an appointment (with a note sent in from the parent).

- If you do not sign your child out by 2:30pm, you will have to wait until dismissal time at 2:48-3:03pm
- The academic program is compromised when students regularly leave earlier than the end of the school day If you need to pick up your child between 2:48 and 3:03pm:
 1. Park your car and cross at the crosswalk being careful of vans and buses.
 2. Report to the gym doors under the big clock at the front steps. DO NOT report to the office.
 3. Sign out your child with the staff member in charge of student pick-ups.
 4. Your child will be called from the gym or cafeteria and handed to you.
 5. Holding your child's hand, cross at the crosswalk to return to your car and exit the parking lot slowly.

We are an elementary school so we will never deny a parent the right to give their child one last hug or kiss goodbye in the morning, but we ask that if you use the drop off area, that you follow the procedures outlined above.

Thank you for your cooperation.