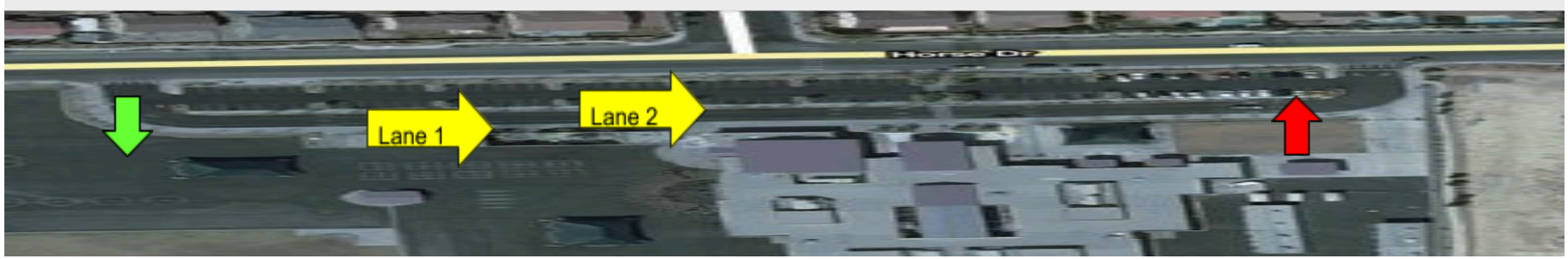
Kitty Ward Parking Kiss-n-Go Procedures

Enter West Entrance **Horse Drive (No U-Turns)** **Exit East Drive**



Lane 3 (left lane) - This lane must stay open for emergency vehicles ONLY. No vehicles may use as an exit.
Lane 2 (center lane) - Drop off/Pick Up (No parking or leaving vehicle) Middle lane. Must exit from right side of car.
Lane 1 (right lane) - Drop off - is open to all students. They may exit the car without a staff member's help. (No parking or leaving vehicle)
Lane 1 (right lane) - Pick Up - Kindergarten and older siblings only. Staff member will bring students to your vehicle.
Busses will park and unload at the back of the school (south side).

All vehicles will enter through the west entrance and will be stopped at the front of the school for student drop-off/pick-up. Parents with kindergarteners are advised to use the right lane and pull up to the crosswalk for drop-off. For kindergarten pick-up, pull past the crosswalk to the kinder sign closer to the east gate, and your student will be brought to your car. Cars will then be directed to exit through the east drive. To ensure the safety of our students, we kindly request that parents remain in their cars and allow our strategically positioned staff to assist with the drop-off/pick-up process. Students must wait for a staff member to help them to and from the vehicles in the center lane.

After arriving on campus, students will enter through the east gate for the 60s and 70s pods and portables, or through the west entrance for the 40s and 50s pods. They will be guided by their teachers to class. Parents and students who are walking must use the crosswalk. **Please do not cut through the cars in our drop-off zone.** All kindergarteners will enter/exit through the kindergarten gate for drop-off and pick-up. Siblings in 1st through 5th grade will meet their kinder siblings at the kindergarten entrance for pick-up, ensuring a smooth, efficient process.

All bikes and scooters must be secured behind the fences with a personal bike lock.

- **To help speed up the pick-up process, we recommend placing a sign with your child's and teacher's names in the bottom right corner of your windshield. All families at our Meet and Greet will receive a personalized sign.**
- **Please note: Only staff members and students will be allowed past the east and west gates. Parents and volunteers must come through the front office.**

Buses ONLY will park and drop off at the back of the school (south side).
Cars cannot park in the loop, and traffic laws regarding school buses must be followed.

