

January 14, 2000

Dear Parents:

We have experienced some pedestrian safety problems that need to be addressed, specifically during the morning delivery and/or after school pickup of children in the parking lot. There have been two critical incidents concerning children's safety during the last few weeks. **Your child's safety is important to us. PLEASE ABIDE BY THE FOLLOWING PROCEDURE WHEN BRINGING STUDENTS TO SCHOOL AND PICKING THEM UP AFTER SCHOOL.** Please discuss this new procedure with your children and any other people who will drop off or pick up your child.

I can't stress enough the importance of following these procedures. If you have any questions you may contact me in the school office.

Please note that these procedures will be in effect Tuesday, January 18th.

Sincerely,

Mrs. Long,
Administrator
646-0139

DL/de

TRAFFIC SAFETY

**CONSTANTLY BE AWARE AND CAUTIOUS OF CHILDREN IN THE PARKING LOT,
BOTH IN FRONT AND IN BACK OF YOUR CAR.**

DROP OFF

1. When you are DROPPING OFF your child, NOT STOPPING FOR ANY OTHER REASON, you are to drive into the upper parking lot and follow the cones. This "DRIVE THROUGH" is only available if you are NOT going to stop other than to drop off or pick up your child. Until we have a “walk way” ready for children who get out of the vehicles from the drivers side, please watch to make certain that your child is safely on the playground before driving away.
2. If you need to spend time here at school when dropping off your child, either to talk to your child, or to visit with other parents or teachers, etc., park in a designated parking stall in the *lower parking lot*. In this situation, **you must walk your child to the upper parking lot or to the school walk way that is coned off. Children are never to run across the parking lot unattended!** Please do not allow your child to run around the parking lot while you visit with other parents.
3. The “Drive Through” area is closed at approximately 8:25 a.m. **If you are dropping your child off after this time, park and walk your child to the appropriate areas.**

PICK UP

1. When you pick your child up, NOT STOPPING FOR ANY OTHER REASON, you are to drive into the upper parking lot following the cones. This “DRIVE THROUGH” is only available if you are NOT going to stop other than to drop off or pick up your child.
2. If you need to spend time here at school when you come to pick up your child, either to talk to your child, or to visit with other parents or teachers park in a designated parking stall. Teachers will not release students to run across the parking lot to meet you. **You must walk to the upper parking lot to your child and walk with them to your vehicle. Children are never to run across the parking lot unattended!** *Please do not allow your child to run around the parking lot while you visit with other parents.*

RAINY DAYS DROP OFF & PICK UP PROCEEDURE

The parking spaces directly in front of the sanctuary and Fireside Room will be coned off. **DO NOT PARK THERE!** This area is the designated “Drive Through” for DROPPING OFF and PICKING UP your child, NOT STOPPING FOR ANY OTHER REASON. Please understand that traffic *will* back up, due to the fact that one class may be ready for dismissal before another. In this case, you may need to circle the parking lot again. **Please do not park and motion your child to run through the parking lot to your car.** Again, CHILDREN’S SAFETY IS AT RISK WHEN THEY RUN ACROSS THE PARKING LOT!

PROCEEDURES APPLYING TO ALL OF THE ABOVE

1. Do not park your vehicle in the coned off parking stalls. These parking stalls are for staff parking only. The staff arrives before the children arrive and leave well after all the children have left. The area directly behind the cones is the designated school walk way.
2. According to fire regulations, we are NEVER to park along the block wall that is near the 5th grade classroom (Fireside Room). This is an unmarked fire lane.