

Dear Parents,

On the back of this letter you will find a map of our parking lot and drop off areas. Please take a minute to review it and note the traffic patterns indicated. Notice that we have three drop off areas. The SOUTH area is for BUSES ONLY. The **NORTH** area is to be used by students with **last names beginning A-P**. The **FRONT** (west) area is to be used by **KINDERGARTEN STUDENTS** and their siblings as well as students with **last names beginning Q-Z**. We are hopeful that this will help ease some of the congestion before and after school. Please read and follow the guidelines below, even if they seem inconvenient. Remember that student safety is always our number one concern.

**1. PULL FORWARD:** If no cars are ahead of you to prevent you from doing so, please pull all the way forward to the “stop” line, even if it means your student will need to walk a little further. Students may **ONLY** exit the car on the curbside. Please pull into the passing lane and exit as soon as you have collected your student or have dropped them off.

**2. PICK UP STUDENTS NEXT TO THE BUILDING:** We have asked students to wait next to the fence on the north side of the playground to be picked up. K students will be in front of the building unless a sibling picks them up and accompanies them to the north side. They should wait on the sidewalk until your vehicle comes to a complete stop. **DO NOT** park on south side of 12900 South in front of our north parking lot. **Parking along this section of the street causes a hazardous walking situation for our students.** **DO NOT** drop off or pick up students from the parking stall area. **If you wish, you may park your car in a stall in any of our three parking lots and accompany your child to or from the building.** Observe the red curbs in the parking lot and only park in designated parking stalls.

**6. PLEASE USE THE CROSSWALKS WHEN MOVING FROM THE SIDEWALKS TO THE PARKING LOT.** Remember that children are only allowed to cross into our parking lots during pick-up time when an adult accompanies them.

**4. OBSERVE THE TRAFFIC SIGNS ALONG THE PICK UP AREAS, AND BE COURTEOUS TO OTHER DRIVERS. REMEMBER THAT IT IS UNLAWFUL TO PARK OR WAIT WITHIN 20 FEET OF A STOP SIGN, OR WHERE OFFICIAL SIGNS PROHIBIT PARKING.**

**7. COOPERATE WITH SAFETY PATROL, SCHOOL, AND PTA PARKING PERSONNEL:** Please remember that the Safety Patrol students and the adults supervising outside are working to ensure student safety.

Thank you for reviewing these guidelines and for abiding by them. Your thoughtful cooperation is appreciated.