

Dear Parents,

Thank you for your assistance this past week as we fine-tune our dismissal procedures. Our challenge with dismissal this school year generated from an increase in enrollment, along with a decrease in bus riders. There are approximately only 25 students utilizing the afternoon bus service. We understand some families prefer to pick up their student(s) and some do not live within the L.C. Transportation limits. However, this has led to one VERY congested parking lot. We continue to work on a solution and ask for your patience and cooperation through this process.

To assist with our effort, we ask that you:

- 1.) Read the parking lot guidelines for dismissal.
- 2.) Share the information with all drivers who might be picking up your student(s).
- 3.) Abide by these guidelines.
- 4.) Sign and return this signature page.

This is your responsibility as a parent. Drivers who choose not to cooperate will be asked not to return and you will need to make alternate arrangements for pick-up.

We are certain everyone will agree that no measure is too extreme when it comes to the safety and well-being of our children.

Thank you for your cooperation!

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I/We have read the attached "AFTERNOON DISMISSAL GUIDELINES" and agree to abide by these guidelines.  
I/We have communicated these guidelines to all alternate drivers that may be assisting our family at dismissal.

PRINTED FAMILY NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## **AFTERNOON DISMISSAL GUIDELINES –**

Buses always have the right of way. Parking is never permitted in the Bus Lane. (Located in front of the flagpole, all the way to the telephone pole.)

A single line of parking is available for Preschool Parents on the NORTH side of School Street, past the telephone pole, to the Stop Sign. Additional parking is available in the school lot.

Parking on the SOUTH side of School Street is never permitted.

Parking and student pick-up is never permitted on Keilman Street.

## **SCHOOL PARKING LOT GUIDELINES -**

1. Cars park facing SOUTH.
2. FIRST ROW OF CARS –  
Pull all the way up to the cones and/or white line at the SOUTH end of the lot.
3. SECOND AND SUCCEEDING ROWS OF CARS -  
Pull all the way up behind the car in front of you.
4. Cars exit promptly when directed to do so. (No phone use at this time please.)
5. There are NO LEFT TURNS out of the lot. Exit turning right/west only.
6. Please be patient and courteous.

It is highly recommended that you remain in your car at dismissal. Staff are available to assist students with locating your car and bringing them to you.

If you prefer to meet your student(s) on the sidewalk, please do so and exit promptly. This is not the time to discuss the details of their day, nor is it the time or place for Parent/Teacher conferences.

We ask that you park in the Day Chapel parking lot if you have a pre-arranged conference after school.

Alternate parking is always available in the Day Chapel parking lot. Students will be walked over together by a staff member, or you may walk over to the school parking lot to pick-up your student(s). Students will not be permitted to walk over unattended.

**\*EARLY DISMISSALS FROM THE SCHOOL LOT, FOR AFTER-SCHOOL APPOINTMENTS, WILL ONLY BE PERMITTED PRIOR TO 2:15 PM.**

**\*EARLY DISMISSALS AFTER 2:15 WILL ONLY BE PERMITTED IF YOU ARE PARKED IN THE DAY CHAPEL PARKING LOT.**

## **AFTERNOON DISMISSAL GUIDELINES –**

Students should be ready to exit the right hand side of the car with all their belongings BEFORE parents pull into the drop-off lane.

Drop off points are designated by the orange traffic cones.

Parents must pull up to the flagpole or the first cone available, not the one closest to the entrance.

Drivers must pull up closely behind the car in front of them.

Do not park in the drop-off lane and hand students belongings once they exit the vehicle.

Drivers may NOT exit their vehicles while in the drop-off lane. Staff are there to assist the students. The safety of our students walking from the drop-off lane to the sidewalk is of utmost importance. Vehicles are only allowed on the left side of the cones.

Parking lot speed is 4 mph.

Parents MAY NOT turn left when exiting the lot, right turn only.