



School Times and Parking Lot Procedures

This letter is a reminder of our parking lot procedures. These rules are in place to ensure that every child is safe. In addition, we need to keep traffic moving to facilitate student arrival and dismissal in a timely way. **There is no parking in the drive from 8:30 am to 9:15 am and 3:15 pm to 4:00 pm.**

Regular School Day Hours: 9:00 am-3:51 pm

Half Day Hours: 9:00 am-12:26 pm

Arrival

School starts at 9:00 am, and building entry is at 8:53 am. There will not be staff supervision prior to this time. Please stay with your child until staff is outside and the doors are open.

Entry into the building will be as follows:

Kindergarten: Door 7

1st Grade: Door 8

2nd, 3rd, and 4th: Door 1

It is important that the following rules are observed:

- NO PARKING in the back lot
- The drop off lane closest to the building is for drop-off and pick-up ONLY.
- Drivers should pull up in the drop off lane and pull up as far as they can.
- **Do not leave your vehicle. After your child is dropped off, stay in one lane and proceed off the premises as cars in front leave. Do not try to pass anyone in front of you.**
- Do not stop in the crosswalk area.
- If you would like to walk your child up to the building, or your child is not ready for drop-off, park in the designated center parking area.
- Students should not cross through the crosswalk to the parking lot without a parent. Do not let your child run between cars. Other drivers may not see them.
- No pick-up/drop-off in driving or queuing lanes.
- No leaving vehicles in green zones. (See map).

Dismissal

Dismissal times are staggered, starting with Kindergarten.

- **On regular school days**, Kindergarten will begin dismissing students at approximately 3:40pm.
- **On half days**, Kindergarten will begin dismissing at approximately 12:15 pm.

Parent pick-up is at Door # 8 **ONLY**.

Bus students

Please do not take your child out of the bus line. Notify an adult outside. The office is to be contacted prior to 2:00 pm with any dismissal changes.