

Parking and Traffic Flow Instructions:

1. **Speed limit is 5 mph in parking lot.**
2. **Be a courteous driver!**
3. **Obey all staff commands in the parking lot at all times!**
4. Where arrows cross on the map, please alternate every other car.
5. Dismissal is 3:15 p.m., except on **Wednesday when it is 3:20 p.m.**
6. The lot is often full by 3:15 p.m. Consider waiting until 3:25 to arrive.
7. Drop-off:
 - a. **Students and/or parents may only cross the traffic flow at the crosswalk, located directly in front of the porch.**
 - b. When walking students into the building in the morning use designated parking spaces.
 - c. When dropping students off, **DO NOT “park” in the traffic flow** to get out of your car and bring students into the school.
 - d. **Dropping younger students off is safest right along the curb of the side walk, where they can exit the vehicle right onto the sidewalk.**
 - e. Students in grades K-12 dropped off before 7:55 a.m. must report to the gym unless accompanied by parents into the school.
 - f. Parents bringing children into the school before 7:55 a.m. must remain in the entry way until students are dismissed from before-care.
8. Pick-up:
 - a. Elementary students must be picked up at elementary pick up door. Siblings in grades 6-12 may come to the elementary door for pick-up.
 - b. Pull all the way up to the staff member calling out numbers and wait for the okay to move ahead.
 - c. **Please display number in front window until student is in the vehicle.**
 - d. Do not switch lanes or pull around another vehicle unless directed by the staff to do so.
 - e. Use only large numbers, preferably hung from the rear-view window that can be easily read by staff.
 - f. Students will not be dismissed to cross moving lines of traffic.
 - g. Do not take time to place a child in booster seat while in line; move to a designated parking area first.