

Dean A. Naldrett

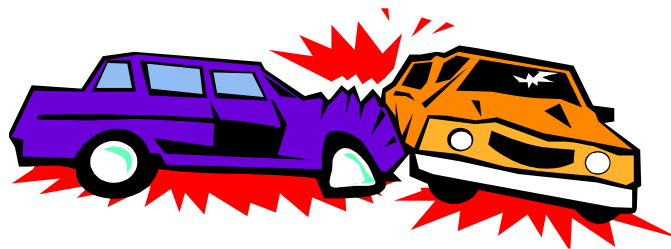
Elementary

Parking Lot Procedures

2024 – 2025

Please help us have a SAFE parking lot.

1. Drop-off Lane
2. Parking Area
3. Crossing Area



Let's Work Together to Ensure Safety.

Don't let this happen to our children and families.

PARKING LOT PROCEDURES

GENERAL RULES

1. **FOLLOW THE PARKING LOT PROCEDURES WHETHER OR NOT THERE ARE CONES AND/OR BARRELS SET UP!**
2. To prevent students from inadvertently chasing objects in the driving and parking areas, please ensure that all balls, balloons, yo-yos, etc., are tightly secured in backpacks or duffel bags.
3. Please explain these procedures to friends or relatives who may be substitute drivers from time to time.
4. When coming to school between 9:30 AM and 3:15 PM parking is permitted for a **maximum of 10 minutes** along the drive. **There is NO PARKING in the drive from 8:30 AM to 9:15 AM, and from 3:15 PM to 4:00 PM.**

A.M. DROP OFF

1. Drivers who are dropping off students in the drop off lane must enter the South driveway and **PULL UP** as far as they can. After drop off, stay in one lane and proceed off the premises or park in the main lot.
2. **DRIVERS ARE NOT TO EXIT THEIR VEHICLES WHEN USING THE DROP OFF LANE.** Staff members will open the passenger doors.
3. **Students must exit the passenger side of the vehicle.**
4. Have the students ready to exit the car when it's your turn in the circle. If they are not ready, please use the parking lot for drop off.
5. If your student needs assistance with backpacks or other deliveries, enter the parking lot via the center drive, park your car, and help them carry the items to the office.
6. Walk with students to the sidewalk. **Do not cut between cars and buses.**

P.M. PICK UP

1. Drivers who are picking up students in the pick-up lane must enter the South driveway and pull up as far as they can.
2. **DRIVERS ARE NOT TO EXIT THEIR VEHICLES WHEN USING THE PICK-UP LANE.**
3. Students should walk to their car.
4. **Students must enter the passenger side of the vehicle.**
5. Stay in one lane. Watch for drivers in the drive-through lane.

PARKING LOT PROCEDURES

There is a designated drop-off and pick-up area on the other side of the bus zone in our parking lot. This area is supervised in the morning for the safety of our children. Please do NOT park in this lane, the bus zone, or any area that is not designated as a parking spot. If you need to come into the school for any reason, please use the parking lot beyond the drop-off and pick-up zone and then walk along with your child to the school. **There is NO PARKING in the drive from 8:30 AM to 9:15 AM and from 3:15 PM to 4:00 PM.**

Morning Drop Off (Time: 8:50 – 9:00 AM) - Doors open at 8:55 AM with Staff supervision.

Regular School Day Hours: 9:00 AM – 3:51 PM.

Half Day Hours: 9:00 AM – 12:26 PM.

Drivers should pull up in the drop off lane and pull up as far as they can. After they drop off, stay in one lane and proceed off the premises or park in the parking lot.

Drivers are **NOT** to exit their vehicles when using the drop off lane.

Students must be ready and exit the passenger side of the vehicle. If not ready, please park in the parking lot.

CAR RIDERS - ARRIVAL:

- Grades 1st – 5th: **Enter Door #2** at the front of the building between the pillars.
- Kindergarten: **Enter Door #6** past the flag pole.

CAR RIDERS - DISMISSAL:

- All car riders will be dismissed from Door #2.
- **Kindergarten** will exit from Door #2 starting at approximately 3:40 PM (as parents arrive).

PLEASE do not drop your child off early and leave them unattended. Staff supervision begins at 8:55 AM when the doors open.

ENTRY DOOR MAP:

