

# CLEMENS PRIMARY SCHOOL PARKING LOT PROCEDURES



## CAR PROCEDURES

1. The speed limit in the parking lot is 5 MPH.
2. Traffic enters the main parking lot and either moves into the single file drop off/pick up lane at the right, or goes left to the thru lane to find a parking space.

### **DROP OFF/PICK UP LANE** (black arrows on map)

If your child can exit your vehicle independently, please use the following DROP OFF RULES:

- a. The drop off/pick up lane is single file only.
- b. Place your child's car seat in the back passenger seat. This will allow for safe exit from your vehicle.
- c. Drive to one of four DROP OFF HERE signs to drop off your child. (see map)
- d. Pull forward to the first available DROP OFF HERE sign to allow for maximum traffic flow.
- e. Allow your child to exit the car independently.
- f. Student should be wearing his jacket, have his backpack in his lap, said his goodbyes, and be ready to exit the vehicle when reaching the drop off curb.
- g. Once your child has exited the vehicle, driver may pull into the thru lane to exit the parking lot.
- h. NO parking in the drop off lane.
- i. NO unattended vehicles at the curb.

### **THRU LANE** (blue arrows on map)

- a. You must drive 5MPH thru the parking lot.
- b. The thru lane must remain open to allow traffic flow.
- c. No drop off or pick up from the thru lane.
- d. No parking or waiting in the thru lane.

### **WHEN TO PARK YOUR CAR:**

If your child can't exit the car independently.

If you are walking your child to class.

If you want to give your child goodbye hugs & kisses while in the drop off zone or outside the vehicle.

If you want to watch your child walk through the front doors of the school.

If you want to help your child put on her backpack or jacket.

## PEDESTRIANS

1. Please walk in between the cars in the parking lot (see green arrows on map), not out in the flow of traffic.
2. Use the crosswalk when crossing toward the school.

