

Alcott Parking Lot Procedures



Please do not use cell phones while driving in the parking lot. It is a very busy place, and everyone needs to be paying attention.

Times: Drop off: 9:05 – 9:15 am. We have staff supervision starting at 9:05 am. The first bell rings at 9:15 am. As the weather turns cold and rainy, we will see an increase in the number of cars using the parking lot.

9:05-9:15 am – Is the optimal time to drop off

Students are considered **late** if they are not in the classroom by **9:20am**. Children arriving at 9:20 or later are considered tardy and will need to walk to the office for a late slip before being admitted to class. If you are late, please remember that you cannot park in the bus chute.

Alcott Parking Lot Procedures (con't)



Encourage your child to get out of the car quickly. Backpacks etc. should be ready to go. Parents should remain in the car at this time and students should exit on the right side of the car to avoid passing traffic. **If your child needs extra time** getting out of the car, please park. The drop off / pick up lane is for **QUICK** loading and unloading only.

Pick up 3:50 – 4:00pm
Wednesdays 2:20 - 2:30pm

All children will wait in the safety zone for their rides to pull forward. Please do not ask children to break the rules by going behind parked cars, picking them up in the drive through (left) lane, or picking them up in the entrance lane etc. Children who are not picked up by 4:00 will be waiting in the office.

Please pull forward as far as you can to maximize student drop-off and pick-up **Please do not stop at the first crosswalk** if there is no one in front of you. **Watch the adult in the orange vest and in charge.**

The drop off/pick up zone is located between the two white lines in the waiting lane. **Watch for the orange cones**, these mark the safe area for loading/unloading. **Do not use the through lane** to pick up or drop off your children. This lane must remain open to allow for smooth traffic flow.

Do not use the bus lane to drop off or pick up your children. These areas are also off limits for picking up and dropping off: the staff parking area and driveway next to the kindergarten fenced area and the fire lane near the playfield and garbage dumpsters.

Please wait your turn to drop off and pick up your children. Cutting in line is unacceptable. Please model Alcott C.A.R.E.s. All drivers need to be patient and wait their turn. Do not use the through (left hand) lane to cut into the drop off lane.

Do not call your children over to the entrance lane for pick up. It is very dangerous to expect children to cross moving traffic lanes and the grassy area to save a couple of minutes. We will not allow children to do this.

For those of you who park and wish to leave during peak time: Please realize that backing your car out at this time disrupts traffic flow. **The cars in the drop off/pick up lane have priority.** Please wait until traffic has cleared out to leave. The safety patrol is there to help you cross the traffic lanes safely. They may ask you to **wait** until traffic has filled the drop off lane before they cross you. Please wait opposite the crosswalks. This helps us to get as many cars through as quickly as we can. Please do not cross the bus lane if the buses have their engines running or are moving.

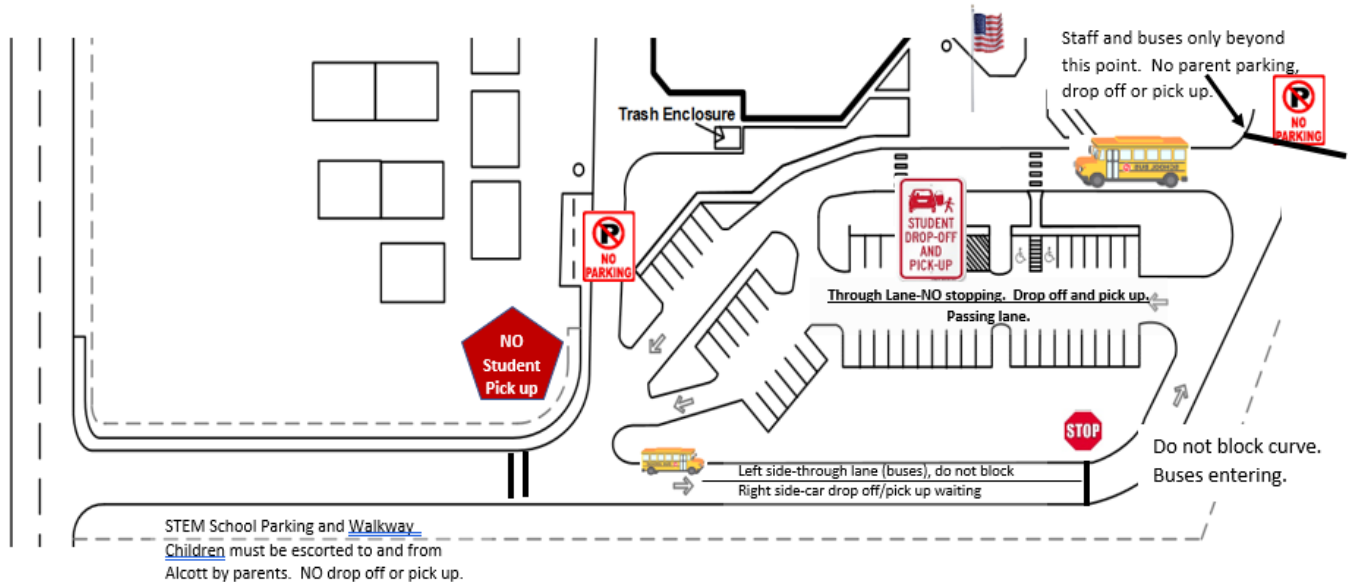
Thanks for Showing Alcott CAREs in our Parking Lot! We Appreciate Your Patience!

Alcott Parking Lot Procedures (con't)



Alcott Parking Lot Safety Procedures

- ✓ Pay attention to the Safety Patrol member and Adult Crossing Guards
 - ✓ NO cell phone use while driving in our parking lot.
 - ✓ Slow down to 10 miles per hour.
- ✓ Students wait in designated pick up area to ensure proper supervision.



We are continuing to work through our parking and traffic needs with the district and ask for your extreme patience and understanding. An increase in student drivers at The STEM School and an increase of student numbers at Alcott have added to our space challenges. You can really help us by carpooling to school events during the day or after school and being sure to use the school bus only for student transportation. Choosing to drop off or pickup instead can significantly impact our parking lot congestion. Thank you for your understanding and help with this!

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