



LOOMIS ELEMENTARY SCHOOL PARKING AND PLAYGROUND PROCEDURES

We value parent partnership and desire your participation in school activities and events. However, it is no secret that our parking lot is a challenge. Our primary concern is student safety. To ensure a safe and pleasant experience for all parties, we ask that you always adhere to the following parking and playground procedures as well as abide by all MNSD Policies.

- ❖ **Parents may not drop off children before 8:30am** (12:15pm for PM Kindergarten).
- ❖ Parents dropping off/picking up children in car line must remain in the vehicle and the child must enter/exit at curbside only. Please pull all the way up to the bright yellow sign post.
- ❖ Parents dropping off/picking up children with instruments, projects, or other large items should only be in car line if their child can be dropped off, otherwise the parent must park to assist the child. **No adults should be getting out of the car in car line.**
- ❖ Please make sure that your child is aware of the pickup plan for the day. Changes in plans must be communicated in writing to the teacher/office.
- ❖ Parents who have parked and are dropping off/picking up children must keep their children under their direct supervision at all times.
- ❖ Student drop off & pick up is in the **main parking lot only**. The back lot is reserved for staff and deliveries.
- ❖ PM Kindergarten pick-up is at 3:15pm. Parents who pick up a kindergartener and an older child must pick up the K-PM student and then enter the afternoon car line. Parents may not pick up 1st-5th children before 3:30pm without an early dismissal. Parents/adults picking up children must wait outside.
- ❖ Parents picking up 1st-5th graders must wait behind the yellow sign post, parallel to the curb, until K-PM dismissal is complete before forming the end of day car line.
- ❖ **Cars should never enter the center area of the parking lot** (between islands). **This is for busses only. Cars should always take the large loop.** In the event of rain, parents still take the large loop and give busses the right of way before pulling up to the main entrance.
- ❖ Parents who do not pick up their child on time will be notified by the office.
- ❖ On inclement weather days, students report to the cafeteria via the side door. Parents must still take the large loop and give busses the right of way before pulling up to the main entrance. Parents/younger siblings may not enter the cafeteria. Should there be extenuating circumstances that require a parent to be present at these times, the parent should notify the principal in writing.
- ❖ MNSD Board Policy #707 states that school grounds are closed to all persons during school hours and events. **This means that at Loomis, from 9:00am-3:30pm, parents and others may not be on school grounds unless they are under the direct supervision of school staff or administration.** K-PM parents may drop off students from 12:15-12:30pm but must then vacate school grounds. This also means that parents and pre-school children/siblings may not use playground equipment during the school day.
- ❖ **Parents must park in the parking lot, or parallel along North Central Blvd., if they will be on site later than 3:10pm.**
- ❖ Parents coming into the classroom to assist the teacher/students in the classroom (non-party):
 - Parents must park in the parking lot, or parallel along North Central Boulevard, if they will be on site later than 3:10pm.
 - Teacher will provide the office with a list of parents/adults who are coming and parents must sign-in at the office
 - Siblings/young children may not attend (this includes school trips)
- ❖ Parents coming into classroom to assist the teacher/students for classroom assistance/celebrations.
 - The classroom teacher will provide the office with a list of parents/adults who are coming and parents must sign-in at the office.
 - All activities must be teacher-approved.
 - Parents are not permitted to bring food items into school for student parties.
 - The attendance of siblings/young children at classroom parties is at teacher discretion – as noted on the PTO homeroom form.

WE THANK YOU FOR YOUR COOPERATION AND SUPPORT!