Dear Sacred Heart Families,

Starting **Monday, November 30, 2026**, all Sacred Heart families will follow the morning drop-off procedures below. If your family attended Sacred Heart in the 2025–2026 school year, these procedures have not changed. If you are new to Sacred Heart, please read them carefully.

Please drive slowly in the parking lots and put your phone away. Staff are on parking lot duty every morning, but we also need you to stay alert to your surroundings. Always follow the directions of the staff on duty; this keeps everyone safe and keeps the line moving.

Upper Lot Drop-Off: PreK–2nd Grade

Entering the upper lot

- **Dropping off in the drop-off lane (Kindergarten–2nd grade):** enter on the **left** side of the entrance.
- **Parking (PreK families):** enter on the **right** side of the entrance. Parking in the upper lot east of the Big Toy (upper recess area) is **reserved for PreK families all year.**

Kindergarten–2nd grade: using the drop-off lane

- Pull forward to the parking lot attendant. The attendant will open the car door and let your child out.
- **Children should NEVER get out of the car on their own.**

PreK: parking and walking your child in

- Pull forward into the front-most open space so the next car can park behind you. Use extreme caution as you pull in.
- **All cars should face the same direction.** For safety, backing up is not allowed.
- Walk your child into the school building. **Children must stay with an adult and should never walk or run across the parking lot alone.**

Leaving the upper lot

- Follow the parking lot attendant's directions. All cars must leave in the same direction – to the north, using the road that leads behind the school.
- Please do not leave on 14th St. as this backs up traffic in both directions.
- Drive down the road that runs behind the school and you can either make a left to exit onto 96th Ave. (next to Bellevue Christian's football field) or continue along the road to 97th Ave. (next to the Sacred Heart grass field).

Lower Lot Drop-Off: 3rd–8th Grade

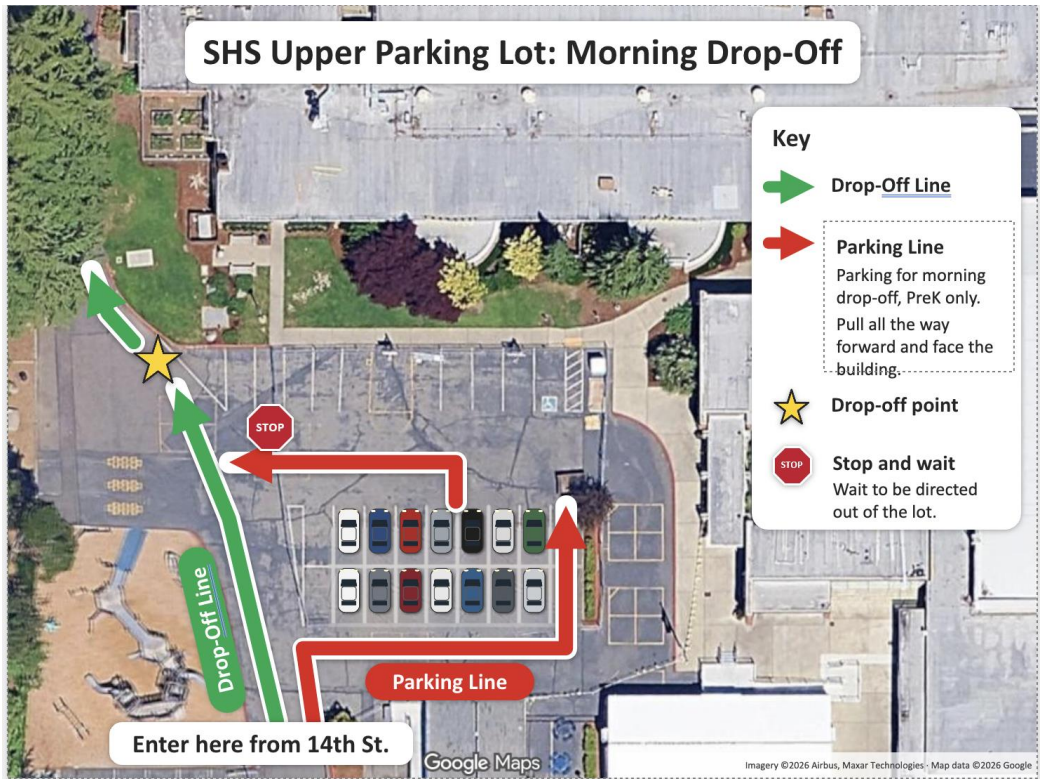
- Enter the lot from NE 14th St. and join the line of cars waiting to drop off.
- Pull all the way forward to the drop-off area. **For your child's safety, do not let your child out before you reach the drop-off area.**

- **Exit only at the north end of the lot (near the Big Toy). You will now be taking a RIGHT TURN ONLY out of the lower parking lot onto NE 97th St.**
- Do not exit onto NE 14th St.; the City of Clyde Hill does not allow cars to exit there during drop-off and pick-up times.
- If the cars are backed up getting into the lower lot, please form a "secondary loop" as shown by the blue arrows. This will allow more cars to move off 14th St. and onto the parking lot. Cars in the secondary loop (when there is one), have priority. Please do not cut off cars in the secondary loop.
- **Parking is not allowed in the area marked by the blue arrows as it will interfere with the secondary loop. If you need to park, please park on the East side of the parking lot near the drop off area. Parents and students should wait to cross the drop off line until they are instructed to do so by a staff member on duty.**

Afternoon Pick-Up Directions

- The only change is that cars leaving the lower lot should **only turn right out of the lot heading toward NE 97th St.**

Please reach out to Erica Pierson at epierson@sacredheart.org with any questions about these procedures. Thank you for helping keep our students safe!



SHS Lower Parking Lot: Morning Drop Off

