

Important Safety Routines to Follow

Please Do Not Park Under the Portico

This is a pick-up and drop-off area only. Please do not park and leave your car under the portico for even a short amount of time and never leave a child unattended in a vehicle. Not only is this a place for pick-up and drop-off, but emergency vehicles also need to use this area. We must be able to clear the portico area.

Staff Assisted Drop-off or Pick-up Under the Portico

People who do not want to park in the parking lot, may drop-off or pick-up their children under the portico during designated Staff Assisted times*. During these times, staff will walk to your car to help the children out of the car and walk them into the building. The children walk themselves to their classrooms when they show readiness. During pick-up, staff members walk the children to the car. Parents buckle the child into their car seat. In order to keep traffic flowing, please do not stop at an angle as you approach the portico as this blocks entry and/or exit into the upper parking lot.

Each car must wait until they are under the portico and stopped in designated spots only before the staff will approach the car. There is often a line of cars on the far right side of the driveway waiting their turn to move under the portico. For this reason, we ask drivers to remain with their cars. Due to insurance restrictions, the parents or guardians must buckle children into their car seats.

Elementary students are welcome to be dropped off under the upper level portico. There is a line for Elementary drop off at the lower level; however there is no staff member to escort students from the cars into the building. **Conference Care Days:** There is no Staff Assisted Service on Conference Care Days. Parents and guardians must park the car to drop-off and to pick-up the students from the classroom.

The Red Line

There is a thick red line on the floor at the upper level front entrance of the building. Children are not to cross this line to exit unless an adult is with them. The elementary students may cross the line with adult permission. It is a visual cue for the children to keep them from exiting the building without an adult accompanying them. We ask you to observe this safety measure and enforce the rule with your children.

Releasing Children to Non Parents or Non Guardians

Students will not be released to other adults unless the school receives written permission from the parent or guardian. Parents can note the names of people allowed to pick-up their child on the Child Information Cards, or can notify the office in writing to kdrehmel@msow.org. Please notify the classroom teacher in writing of one-time play dates or a regular carpool schedule.

Parking Lot Protocol

We have limited space for parking. Please be courteous to other drivers while waiting for a parking spot. For safety reasons, the driveway and portico area must remain open. Therefore, parking is not allowed in these areas. During busy school functions we open the gates on the upper parking lot. The city prefers that our families do not park on Hwy 18 (Summit Avenue) due to congestion and poor visibility. However, street parking on adjacent side streets to the east and west is available. *DRIVE SLOWLY AT ALL TIMES IN THE PARKING LOT AND DRIVEWAY. SMALL CHILDREN ARE DIFFICULT TO SEE.*

Cell Phone Usage

For the safety of the children, please refrain from using cell phones while your vehicle is in the parking lot. Also, make sure your phone is set to silent when visiting the school during regular class time or in school presentations.

Please end cell phone use when driving in the school driveway or parking lot.



*Pre-Children's House/Children's House:

8:00 am -8:25 am
11:40 am-12:00 pm (Pre-Children's House)
11:45 am - 12:00 pm (Children's House)
3:00 pm - 3:15 pm

*Elementary/Adolescent:

8:00 am -8:25 am
3:15 pm - 3:30 pm

Upper Level Parking Lot Do's & Don'ts

Do pull ahead.



Pull as far ahead as you can so that three vehicles fit comfortably underneath the portico. Keep pulling forward as needed.

Do use green visor sign.



Display visor signs so assisting staff member can see it easily.

Do leave an open exit lane.



Leave adequate room for cars attempting to leave the parking lot.

Do wait in the entry lane.



Please wait patiently on the east side of driveway until a parking spot becomes available.

Do drop off *under* the portico.



When parked under the portico, please let your child(ren) out of the vehicle on the side closest to the main entrance. Staff members will assist during designated times.

Don't leave a gap.



When parking underneath the portico, do not leave space between you and the vehicle ahead of you. Pull as far ahead as you are able (within the 3 parking spot parameters).

Don't be the 4th car.



If three cars are already parked underneath the portico, do not attempt to park behind the third car. You will be blocking exiting vehicles. Please do not drop off your child from this point either.

Don't block the exit.



Do not block the parking lot exit lane. Instead, wait patiently for a spot to open under the portico after cars pull up.

Don't leave your vehicle.



Do not leave your vehicle unattended when parked under the portico. During staff assisted pick-up or drop off times, a staff member will help your child in or out of the vehicle. Outside of staff assisted times, please park your vehicle in the parking lot and escort your child into or out of the building.

Don't drive the wrong way.



Please follow the directional arrows.

Don't pass into exit lane.



Do not pass into the exit lane even if you want to park in the parking lot. Wait until you are in the first position of the east side entry lane line (green car shown above) to enter the parking lot.

Don't drop off or pick up your child in the driveway. Dangerous!

