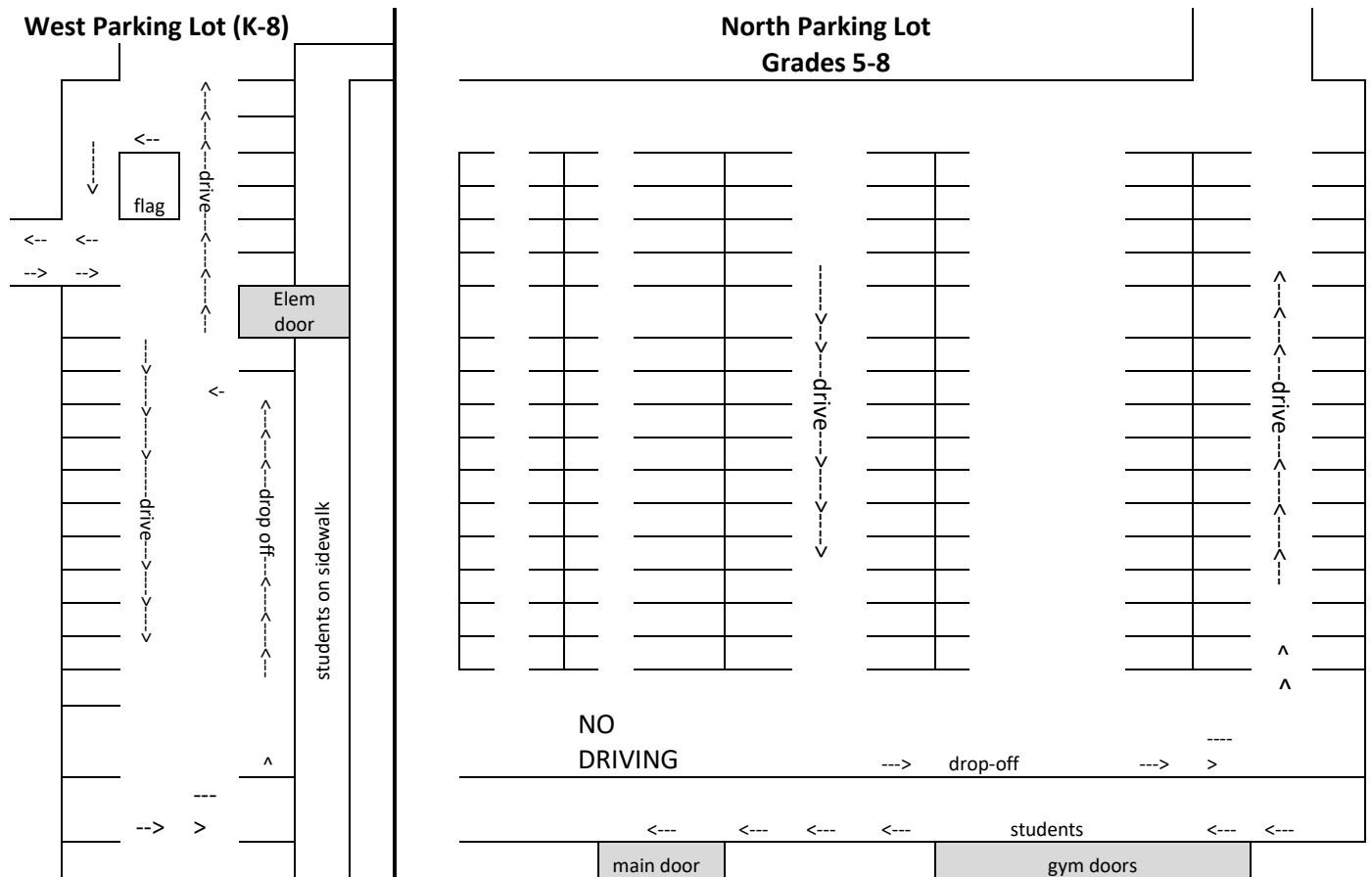


Morning Procedure

- **If you have students in K-8, use the WEST** parking lot – Drive south, make a U-turn at the far end of the lot, & then pull ahead towards the entrance doors as far as possible and drop off ALL students. (see diagram below).
- **IF you have students ONLY in 5-8, use NORTH** parking lot – Enter the 3rd (center) driving lane and pull up to the sidewalk in front of the gym entrance (see diagram below).
- **BOTH LOTS:** Have your children quickly exit your vehicle on the **passenger side** and go directly to the sidewalk. Your children can then walk on the sidewalk to their designated door. You **DO NOT** have to wait to be first in line to let your children exit your vehicle, but you do need to be by the sidewalk. You will then exit the parking lot either through the west drive to Balsam or through the north drive to Port Sheldon. We are not allowed to exit through the apartment lot to the north of school.
- If you have business in school, first drop off your students and then park in one of the parking spots in the north parking lot (by the main doors).
- **DO NOT PARK** in the **WEST** parking lot before 8:15.
- **DO NOT ENTER** the bus drive at any time.

Morning Procedure diagram:



Afternoon Procedure

- **For families with students in K-8:** Please back into a marked spot on either side of the **WEST** parking lot. School personnel will help children cross and find rides.
- **If you ONLY have students in 5-8:** Please pull into a parking spot on the east side of the **NORTH** parking lot facing out (see diagram). After 2:30, there will be no driving in the open area between as this will be the walking area. Students will approach cars from the rear and once you have your students, you can exit by using the outside driving lanes. If you arrive later than 2:30, please DO NOT drive in the student walking area. You will need to back into a spot when you can safely do so.
- **If you only pick up occasionally,** i.e. if there is no public busing, please use the **NORTH** parking lot. If all spots in the designated area are taken, back into a spot on the far east end, leaving enough room for students to walk behind your car. **NO** students may walk in the designated driving area.
- Students who are walking to the car in either lot are instructed to walk **ONLY** on the sidewalk or a designated area in or around the parking lot. If they need to cross the parking lot, they may cross when the monitor tells them it is safe to cross.
- Parents are asked to show by example and only use the crosswalk and the sidewalk.
- If you do not have a handicapped plate, you are not allowed to use the handicapped parking spaces.

Afternoon Procedure diagram:

