

Forest View Elementary

Parking Lot Procedure Update

Effective 9-7-2011

As some of you may know, we've taken some time this summer to review and revise our parking lot procedures in an effort to increase efficiency and student safety.

ARRIVAL

"Kiss-and-go" – student drop-off and pick-up

We recommend students ride their assigned school bus or walk to and from school. If it is not possible for your student to ride the school bus or walk to school, there are two options for dropping off and picking up at Forest View Elementary.

TO PARK AND WALK YOUR CHILD INTO SCHOOL

Parents should enter the using the front entrance by the FOREST VIEW sign. Parents should park their vehicle in the main parking lot and walk their child to the cross walk directly in front of the office. Students should then walk through the gate to the covered area and wait in their class line. Parents are invited to wait with their child, however, we ask that you establish a departure point with your student to say goodbye (front gate, covered area, etc.) rather than walking students into the hallways.

TO DROP OFF STUDENTS or "KISS AND GO" LANE

A second alternative for those who do not wish to park is the "kiss-and-go" lane, where a parent/guardian can pull up in front of the main office to drop-off your child. If you choose to use this option, please be sure to follow these safety tips:

Enter the lot through the main front entrance.

- Upon entering the kiss-and-go loop, turn right **only**.
- Follow the kiss-and-go lane around in front of the office, pulling forward to the front of the marked area.
- Use a safe and slow approach to the kiss and go lane, staying in the right lane.
- Driver remains in the car.
- Child must be ready to unload on the sidewalk side (passenger side) of the car. For safety reasons, students should not unload from the parking lot side (driver's side) of the vehicle. If your child cannot unload without assistance, please select the "park and walk" option for drop-off.
- Driver departs from the kiss-and-go lane.
- Drivers may not pull out of the lane to exit around another vehicle.

DISMISSAL

TO PARK AND PICK UP

Parents should enter using the front entrance by the FOREST VIEW sign. Parents should park their vehicle in the main parking lot. Park your vehicle in the parking lot at either the east or center lots. Parents should only cross in the designated cross walk. Please come through the gate to the left of the main office and wait for your child in the established waiting area. As students are dismissed, they will walk to the covered area to meet parents. For safety reasons, please do not leave younger children in your car while you pick up your child. While waiting for your child(ren) to dismiss, we ask that you also keep younger siblings off of the recess play equipment. All student departures should be completed by 3:35 p.m.

PARENT PICK-UP LANE OPTION

After 3:35 p.m., we will open the parent pick-up lane and allow cars to pull up to the sidewalk along the office to be picked up by their parents. **Please do not park or wait in the parent pick-up lane until after 3:35.**

If you choose the parent pick-up lane option, please be sure to follow these tips:

- Enter the lot through the main entrance by the Forest View sign.
- Upon entering the parent pick-up loop, turn right **only**.
- Follow the parent pick-up lane around in front of the main office pulling forward as advised by parking lot supervisors.
- Use a safe and slow approach to covered area, staying in the right lane.
- Driver remains in the car.
- Supervisors will notify your child(ren) and move them to a location on the sidewalk for your pick-up.
- Please come to a complete stop so your child can safely approach your vehicle on the sidewalk side (passenger side) of the car. For safety reasons, children should *not* enter the vehicle from the parking lot side (driver's side) of the vehicle, nor should students cross in front of or behind a vehicle to load.
- Driver departs from the parent pick-up lane.
- Drivers may not pull out of the lane to exit around another vehicle.

For the safety of yourself and others, we ask that prior to 3:35 pm, all drivers either park to pick up your student, or detour through our parking lot and circle around in order to avoid a back-up of cars onto the streets or through-traffic lanes. Following these procedures will ensure a safe environment for everyone.