

## Revised Drop Off & Pick Up Procedures at Parkside

As you may have heard, via a School Messenger call this afternoon from our superintendent, we have been diligently working with city officials to alleviate congestion on major streets throughout our city at school drop off and pickup times. However, this re-routing has caused considerable backups in other areas, especially in the mornings, for us at Parkside Primary. We apologize for the stress, worry, and headaches this may have caused you.

After meeting again with city officials and central office administration, for now, here is the remedy we would like to offer at Parkside...

For **AM** parent/guardian drop off **ONLY**, parents/guardians of **3<sup>rd</sup> graders** may now drop off in the **front** of the building at the **east circle drive**, (the circle closest to Moreland.) Please pull as far forward as possible, leaving just about two feet between you and the car in front of you, so that we can unload 3-4 cars at a time, get you on your way quickly, and not back up traffic onto Central Street.

Parents/Guardians of **2<sup>nd</sup> graders**, **as well as parents/guardians who have BOTH 2<sup>nd</sup> and 3<sup>rd</sup> grader students to drop off**, **should still drop off via our back lot**. Again, please pull as far forward as possible, leaving just about two feet between you and the car in front of you, so that we can unload 3-4 cars at a time and get you on your way quickly.

Also...very important....Since we only have a two lane entry to our back parking lot, once the drop off lane is full, you **MUST** come on up to the parking spots and park, and either assist your child in

walking across the traffic lane or direct them to wait with you until a monitor is available to walk them across. We simply cannot not have the back lane backed up with vehicles on the thoroughfare lane to our back parking lot. We must keep that open in order for our staff members to be able park and get to their assigned locations, and more importantly, for emergency vehicles to be able to get to the back of our school in the case of an emergency. So please, once that drop off lane is full, go ahead and come on up and park.

At the end of the day we are still going to try to make it work for ALL 2<sup>nd</sup> and 3<sup>rd</sup> grade car riders to be picked up at the back of the building. Again, we ask that you pull as far forward as possible, leaving just about two feet between you and the car in front of you, so that we can unload 3-4 cars at a time and get you on your way quickly. And again, once the drop off lane is full, you MUST come on up to the parking spots and park, and either assist your child in walking across the traffic lane, or direct them to wait with you until a monitor is available to walk them across. Again, for safety reasons, as mentioned earlier, we cannot back up traffic onto our lane thoroughfare. So, once that drop off lane is full, please come on up and park.

One other thing we ask, as depicted on our Parkside webpage, when you're picking up your child, at least for the first few weeks of school, until our monitors get a better handle as to which student is generally picked up by which vehicle, we ask that you please create a large sign indicating the name of the student(s) you are picking up as well as the name of their classroom teacher(s). This will alert us as to who we are looking for, so that we can call them up and get them ready to load ASAP. Again, our

hope is to load 3-4 cars at a time and get you on your way as quickly as possible.

We appreciate your patience, support, and cooperation as we work to devise a plan that is best for our students, staff, and community. We promise you that we will keep a close eye on this process. If it is not working, we will reevaluate and go to plan C. Working cooperatively together, I know that we will find a solution.

Thank you, and have a pleasant evening!