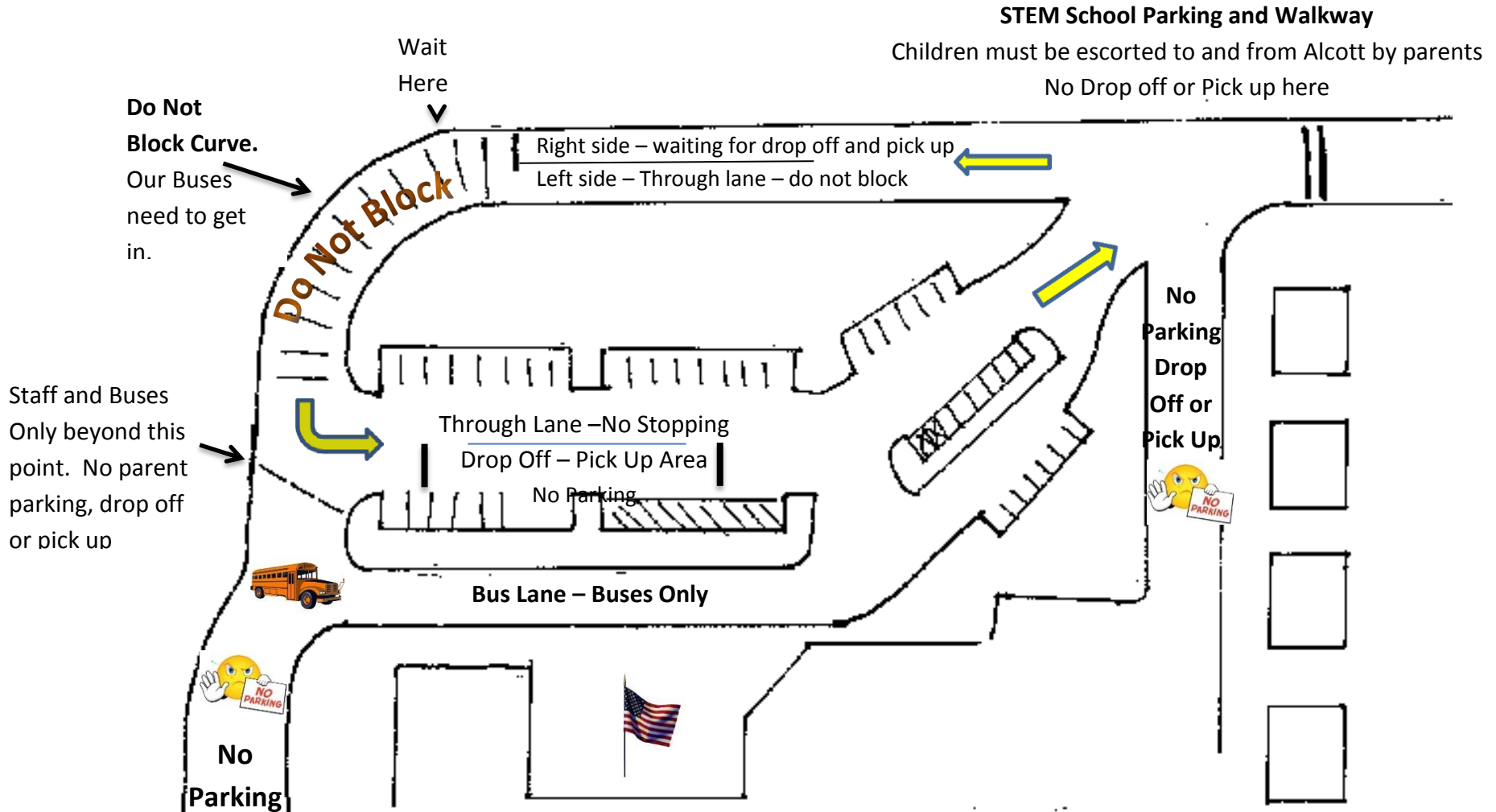


# Alcott Parking Lot Safety Rules and Guidelines



**Pay attention** to the Safety Patrol members and Adult crossing Guards  
**No cell phone use** while driving in our parking lot – **Slow Down** to 10 miles per hour



Thank You for your cooperation in keeping our Alcott kids safe



# Alcott Parking Lot Procedures

**Please do not use cell phones** while driving in the parking lot. It is a very busy place and everyone needs to be paying attention.

**Times: Drop off 8:45 – 8:55am** We have supervision available starting at 8:45am. The first bell rings at 8:55. As the weather turns cold and rainy, we will see an increase in the number of cars using the parking lot. When everyone comes at **8:55** we end up with gridlock and frustration.

A typical morning in the parking lot:

**Before 8:45** – Do not drop off children early – there is no supervision

**8:45-8:50** Some kids are dropped off, there is no waiting

**8:50-8:55** More kids are dropped off, traffic is building, usually there is no waiting or wait times are minimal.

**8:55-9:00** Most kids arrive at this time. There is a line of cars waiting to get in. Some parents think their kids will be late and break rules hoping to get their kids in on time. Patience runs thin. Traffic also backs up leaving the drop off area.

**9:00 Kids are considered late** if they are not in their classrooms by 9:00am. Parents will need to park and check in their kids in the office.

**Children arriving at 9:00 or later are considered tardy and will need to be walked in to the office by their parent or guardian.** If you are late, please do not use the bus chute to park and walk your children in. Occasionally we have late buses or field trip buses that need to use that space.

**Encourage your child to get out of the car quickly.** Backpacks etc. should be ready to go. **If your child needs extra time** getting out of the car, please park. The drop off / pick up lane is for **QUICK** loading and unloading only.

**Pick up 3:30 – 3:40pm Wednesdays 2:00 - 2:10pm All children will wait** in the safety zone for their rides to pull forward. Please do not ask children to break the rules by going behind parked cars, picking them up in the drive through (left) lane, picking them up in the entrance lane or STEM school, etc. Children who are not picked up by 3:45 will be waiting in the office.

**Please pull forward** as far as you can. **Please do not stop at the first crosswalk** if there is no one in front of you. **Watch the adult in charge.**

**The drop off/pick up zone is located between the two white lines** in the waiting lane. **Watch for the orange cones**, these mark the safe area for loading/unloading. **Do not use the through lane** to pick up or drop off your children. This lane must remain open to allow for smooth traffic flow.

**Do not use the bus lane to drop off or pick up your children.** These areas are also off limits for picking up and dropping off: the staff parking area and driveway next to the kindergarten fenced area and the fire lane near the playfield and garbage dumpsters.

**Please wait your turn to drop off and pick up your children. Cutting in line is unacceptable.** All drivers need to be patient and wait their turn. The wait to pull forward is very short. Do not use the through (left hand) lane to cut into the drop off lane.

**Do not call your children over to the entrance lane for pick up.** It is very dangerous to expect children to cross moving traffic lanes and the grassy area in order to save a couple of minutes. We will not allow children to do this.

**For those of you who park and wish to leave during peak time:** Please realize that backing your car out at this time disrupts traffic flow. **The cars in the drop off/pick up lane have priority.** Please wait until traffic has cleared out to leave. The safety patrol is there to help you cross the traffic lanes safely. They may ask you to **wait** until traffic has filled the drop off lane before they cross you. Please wait opposite the crosswalks. This helps us to get as many cars through as quickly as we can. Please do not cross the bus lane if the buses have their engines running or are moving.