

## Student drop-off/pick-up Procedures!

Welcome to the new school year! As we prepare for our first day of school we continue to have a large student body enrolled and we anticipate more congestion at dismissal time. **We want to encourage you to walk/ride bikes as much as possible to alleviate the traffic congestion experienced at the end of the day.**

We have worked with the City of Auburn to help with our student drop-off/pick-up procedures due to the heavy amount of traffic congestion during after school drop-off/pick-up. We ask for your patience as we implement this system to get students to and from school safely and efficiently. The following are the reminders for vehicle drop-off/pick-up. Here are the details (See attached map for further clarification):

1. There are **THREE drop-off/pick up locations**: The **PLAYGROUND LOOP** (formerly called the 200 parent loop), the **STAFF PARKING LOOP** (in front of the school), and the **GYM LOOP**.
2. The **PLAYGROUND LOOP**: The exit is at the end of the playground black-top near the Evergreen Way SE/Lakeland Hills Way SE intersection. Please pay attention to the posted signs and staff direction. **When using this loop you will need to make a RIGHT TURN only out of the loop heading toward the intersection. We encourage families living off of Lakeland Hills Way SE to use this drop-off/pick-up location.**
3. The **STAFF PARKING LOOP**: Entrance and exit for this lot is at the Panorama DR SE intersection. Students should be let out of the car along the sidewalk **directly in front of the main office doors**. Please DO NOT drop your child(ren) off in any other part of this lot and **do not stop in the crosswalk**. We do not want children walking through/across this parking lot for safety reasons. **Families living in front of the school (West side of Evergreen Way SE) are encouraged to use this location. We are also asking that if you have kindergarten students in Mrs. Bonham's, Ms Lynch's or Mrs. Potter's class that you use THIS loop for drop-off and pick-up so your children can be more closely monitored. Siblings of these students should also use this loop.**
4. The **GYM LOOP** is where the buses drop off and pick students. Parents may continue to drop off and pick up students in this area but **buses get first priority. Buses will be arriving at school between 8:15-8:30AM and again between 2:55-3:15PM. Buses will drive to the front of the gym loop parallel to the sidewalk**. Parents may line up BEHIND the buses and can move all the way forward after the buses depart. Parents may continue to park parallel to the curb in the middle of the parking lot, **HOWEVER you may not leave your car. Your child will need to use the crosswalk to walk themselves to your car. Families living behind the school are encouraged to use this location. Kindergarten students in Mrs. Brown's and Mrs. McKeough's classes (and any siblings of these students) should use this loop for drop-off and pick-up.**
5. Staff will be out helping to direct traffic the first few weeks of school to help with traffic flow. Since we are an almost ALL WALKING school our parking areas were not designed to handle so many vehicles. Again, we encourage families to walk to and from school as much as possible.

PLEASE KEEP IN MIND THAT THE WHOLE DROP OFF/PICK UP PROCESS USUALLY ONLY TAKES **10 MINUTES IF YOU FOLLOW THESE GUIDELINES.**

## **REMINDERS:**

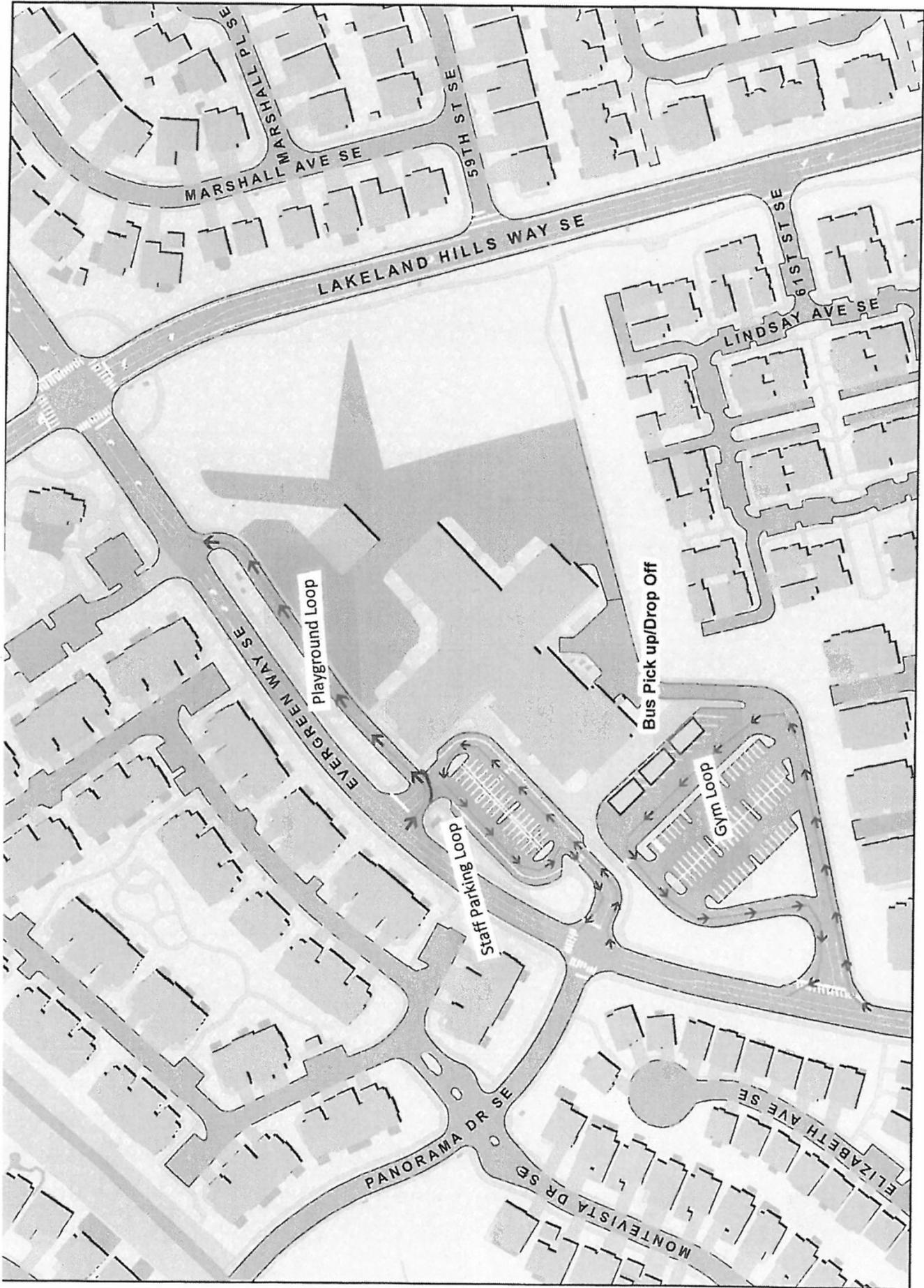
- All pedestrians must use the crosswalk near the flag pole to cross from the parking lot to the pickup area in the GYM LOOP. For your safety, and the safety of your student(s) do not cross through the large pick-up area.
- Students should get out on the curb side of your car in the drop-off or pick-up lanes.
- If a student is not able to buckle their seat belt independently we ask that you use a parking stall in the GYM parking lot and walk over to get your student(s).
- **Do not get out of your car in ANY pick-up area.** You may only leave your car if parked in a parking stall in the GYM parking lot. **Please do not park in the front staff parking lot for pick up/drop off.** We do not want children walking through this lot for safety reasons. This is reserved for staff who come and go to meetings throughout the day.
- If your child's classroom is in one of the **portables** we still need you to **pull all the way forward** in the GYM LOOP drop-off area. Just "stopping for a second" so your child won't have to walk a few extra feet to get to their classroom causes congestion. When cars have to drive around another vehicle it also increases the chances of an accident.
- If a guest is dropping off or picking up for you please let them know the procedures so that they are able to navigate our procedures successfully.
- If the PLAYGROUND LOOP drop-off/pick-up lane is full, wait in the Community Center parking lot. Do not wait in the median to turn into the loop as this may result in a ticket and it blocks traffic.
- Pets are not allowed on campus during the school day due to students' allergies and/or fears. If you want to walk your pet to drop-off or pick-up you must stay out on the city sidewalk when dropping off and let your student(s) know to meet you out at the city sidewalk at the end of the

## ***PARKING for Special Events***

We have a fantastic community of people who are always so willing to volunteer and step up to help in any way they can. We all appreciate you so very much! Unfortunately we all know the parking situation is inadequate to support our large school population especially during special events that happen during the school day. We have had several instances where emergency vehicles have been called to our building for medical issues. When our pick-up/drop off loops have vehicles parked in them, with nobody in the vehicles the emergency vehicles cannot get through. **This is why I have to ask that you please not park in any area that is not a designated parking spot.** Emergency vehicles need to be able to respond without vehicles blocking their entrance. There are no easy answers to this situation, but I encourage you to walk to the school whenever possible. If there are no parking stalls available please park some place off campus, or park at home and walk back to the school.

PLEASE save our handicapped parking stalls for people who need them and have approved permits.

I appreciate all of you and thank you for supporting our students and staff at Lakeland Hills!



Date: 8/12/2016

Lakeland Hills Elementary School Traffic Flow