

October 23, 2017

Dear Parent/Guardian:

The following information is a review of the established arrival and dismissal procedures that have historically been in place. This letter is meant to inform you of the procedures and any adjustments to them so that we can maintain safe arrivals and dismissals for all car riders.

Cars are to drive in front of the school entrance. The designated drop off zone (the place where students can be let out of their car) is between the end of the drop off zone (where the sign is located and a staff member is standing) and the fire hydrant. **Do not drop off students before the fire hydrant** as the distance from that area to the front door is too far to ensure proper supervision. When students exit their car, they need to do so curb side as this is Maryland state law and safer for students. In other words, students should not exit on the driver side of a car but should exit on the passenger side. **The idea is to drop off quickly and keep the traffic flowing.** Follow the flow of traffic back out to the stop sign and exit to Mountain Road. If at all possible, please make a right on to Mountain Road as those cars that make left turns tend to back up the school traffic. If you need to discuss things with your child or have any other needs that would slow down the flow of traffic, then you should park in a parking space and walk your child to the front door so that the flow of traffic does not back up to Mountain Road. **Under no circumstance can any car enter the bus loop!** Some parents are parking in the church parking lot next door to us. We are no longer allowed to do so per the church officials' request. Mornings can get hectic with the many demands upon us as adults such as getting to work on time, but courtesy, consideration for others, and above all, safety and orderliness with school procedures is the priority for all of us.

In addition, please consider the following reminders for dismissal:

- **Parking or sitting in vehicles in the entrance lane is not permitted.**
- Crossing double yellow lanes is not only dangerous but also illegal.
- Adhering to all traffic signs and road markings is vital for the safety of everyone.
- **Parking unattended vehicles in an open parking space is required.**
- **Parking unattended vehicles in the outer lanes of the pick-up is not permitted.** We have worked closely with individuals from our Central Office, the county government and the police department in order to develop these procedures.
- Please do not park in the church parking lot next door at any time.
- Once you have pulled up to the island, your child will be dismissed to enter your vehicle. Children may not enter vehicles in the pick-up line.
- There is no smoking or vaping on school premises, including the parking lot (per Board policy).

I thank you for your cooperation in adhering to our procedures for arrival and dismissal for car riders.

Sincerely,



April Umile
Principal

FRONT OF SCHOOL

NO NO CURB SIDE PICK UP – MUST CONTINUE – REMAIN IN VEHICLES **NO**



ENTER

DRIVERS MUST REMAIN IN VEHICLES – MUST FOLLOW THE FLOW OF TRAFFIC

Parents can park in an open parking space and walk up to the front of building to get their child.

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Student Pick Up

DRIVERS MUST REMAIN IN VEHICLES

Student Pick Up

DRIVERS MUST REMAIN IN VEHICLES – MUST FOLLOW THE FLOW OF TRAFFIC

MOUNTAIN ROAD

EXIT

ENTER

