

Hello Cheetah Families,

I hope that this communication finds all of our families savoring the remaining days of summer vacation. In an effort to streamline the drop-off and pick-up process, and to ensure the continued safety of our students, some changes have been made to our traffic procedures. Please see the information below:

Parking Lot Drop Off & Pick Up

When dropping off and picking up students, please drive all the way around the outer edge of the circle, and pull all the way forward to drop off or pick up your child at the curb. **The upper parking lot will be used for drop-off and pick-up during the 2016 – 2017 school year.**

Due to an increase in staffing and continued limited parking, the school parking lot will be for staff only, with the exception of families who purchased a parking spot at the STARs event, or families displaying a handicap placard. We have approximately 55 parking spaces and over 60 staff members.

Morning Drop Off:

- Do not let your child out of the vehicle until you have come to a complete stop at the edge of the curb.
- **Never leave your car unattended in the loading zone.** If you need to enter the school campus for any reason, please park your car on the street.
- Parents should remain in the vehicle when dropping off their child. Please give goodbye hugs and kisses at home before coming to school and ensure that students have their backpacks with them in the vehicle.
- Students should exit the vehicle on the passenger side.
- Please avoid pulling around other vehicles while in the parking lot. Remain in the coned drop off lane until the vehicles in front of you have moved, then you may proceed forward.

Afternoon Pick up:

- Do not let your child in the vehicle until you have come to a complete stop at the edge of the curb.
- **Never leave your car unattended in the loading zone.** If you need to enter the school campus for any reason, please park your car on the street.
- Parents should remain in the vehicle when picking up their child.
- Students should enter the vehicle on the passenger side.
- If you are waiting for your child, as the vehicles in front of you pick up their child and leave the lot, please move forward to allow other parents to pull into the pickup lane behind you.

Dropping off after the school day has begun and picking up early:

Parents who are dropping off after the school day has begun or checking their child out early, may park in one of the two marked visitor spaces.

We appreciate your support and cooperation as we work to implement these new procedures. As always, we encourage students to walk or bike to school. If you are interested in participating in the morning Walking School Bus, please contact Jenn Burg at jburch@burgconsulting.com.

With Cheetah Pride,

Mrs. Bedard