

Alcott Parking Lot Procedures

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Our main goal for the Alcott parking lot is to get your children to and from **school safely and on time**. To keep all cars moving through as quickly as possible, **please remember to follow these rules**.

Please pay attention to the **Safety Patrol** members. They are here to keep our kids safe. Watch for their flags, sometimes they are difficult to see behind stopped vehicles. Please let them help you to cross traffic safely.

Please do not speed anywhere on the Alcott campus. This includes the entrance/exit lanes.

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 bell rings at 8:58. We encourage your children to be dropped off between 8:45 and 8:50. Traffic is lighter then and they will have plenty of time to get to their classroom before the bell rings. 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:

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. The marked off area can be used for children to get organized, put on coats, pull up handles on wheeled bags, etc. **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, etc. Children who are not picked up by 3:45 will be waiting in the office. This year we will have 8 large buses, some of which will be arriving around 3:30pm. **Please do not wait in the curved area.**

Please pull forward as far as you can. The farther you pull forward, the more cars can fit in the drop off / pick up zone, and more children can be unloading or loading at the same time. **Please do not stop at the first crosswalk** if there is no one in front of you. **Watch the adult in charge.**

Waiting for pick up or drop off. The entrance lane to the school is wide enough for two lanes of traffic. If you are waiting please stay to the right. The left side needs to be open for busses and staff to get into the parking lot. Do not wait in the curve since busses can not get in if cars are blocking it.

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. Please do not drop off your children behind the parked cars as you are approaching. **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. This lane can be used for exiting after loading/unloading. **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 do not endanger our children by using these areas.

The parking spaces marked out with the lines cannot be used for parking between 8:30-9:00 in the morning and 3:00-3:45 in the afternoon. This is our safety zone for our kids.

The staff parking on the west side is closed for parent/student use. **The area in front of the dumpsters and the fire lane on the east side is closed** for safety reasons and to allow for deliveries and garbage pickup. The fire lanes are not to be used for parking. These are marked by the yellow curbing and stripping.

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. Dropping off your children in the approach area when the cars in front of you are about to move will delay everyone behind you. 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.

Please do not ask us to bend the rules for you. It only irritates everyone who is following the rules.

We realize our parking lot is not adequate to suit everyone's needs. However, we need to work with what we have. At any given time there are 80-90 cars (more on rainy days) that want to get through in a very short period of time. **Your cooperation in following these rules is greatly appreciated.**

