



# Parking Lot Procedures

Speed limit is 5 mph at all times.

Safety is priority!

## DROP OFF PROCEDURES

When bringing your child to school, during arrival (7:45 – 8:10 a.m.), please pull all the way up near the stop sign to drop off your child along the boardwalk. If the line of cars ahead of you is backed up, do NOT let your child out near the blockades, but wait until a space along the boardwalk becomes available. No parking along the boardwalk: stay only long enough to help your child out of your vehicle and onto the boardwalk.

If you want to park in the parking area and walk your child to the ramp to say goodbye, be sure to hold your child's hand in the parking lot and cross the bus lane at the barrier directly across from the front stairs where a staff member can stop traffic for you.

To exit our parking lot between 7:45- 8:10, please turn right only. Waiting to turn left can cause a backup of other cars and buses in our parking lot. You can go around the block to get back on track.

## PICK UP PROCEDURES

You may pick up your child after 2:30 p.m. Monday-Thursday and after 1:30 on Fridays.

When picking up your child from school, please **place your child's M.E. name paper in your front passenger's side windshield** to speed up the verification process. A staff member will see the child's name paper in the window as you pull up and will radio in to have your child walk out to you. **Please keep your child's name paper displayed so staff along the boardwalk can see it and help the right child into the right vehicle.**

PULL ALL THE WAY UP along the boardwalk as near to the stop sign as possible. When a car leaves the line along the boardwalk, EVERY CAR BEHIND THEM should pull forward as well. (If a child is actively loading, do not move your car until they are safely in the vehicle and allow that car to drive away.)

If you want to park in the parking area and walk to pick up your child from the ramp area, please form a line going up the bottom ramp. A staff member will greet you and radio in for your child to come out and meet you. To avoid getting stuck in the other dismissal traffic, parking along the boardwalk side of the parking lot is suggested.

*For an additional layer of safety, if staff do not know the person requesting to pick up a child, the person may be asked to park while the office verifies the arrangement with the child's guardian. Calling the school prior to noon on any day with a change will speed up the verification process.*

NOTE: Staff go inside to continue with other tasks at 2:50 p.m. Monday-Thursday and at 1:50 on Fridays, so if you arrive after those times, you'll need to go into the building to pick up your child and sign them out. Thank you.

**We greatly appreciate your patience with these procedures.**

*Updated 8-15-22*