

July 2020

Dear Parents:

In this mailing you have received a map showing assigned parking spaces in the Back/Church Parking Lot and the Front/Corner Parking Lot for pick up of students at dismissal time. Please note the location of your assigned place on the enclosed map. Be sure your child(ren) know where you or the driver of your carpool will be parking. Your assistance in reviewing arrival and dismissal procedures with your child(ren) as well as your cooperation in following the guidelines is appreciated.

### **ARRIVALS**

\*All arrivals are via the Church Parking Lot, none are via the Front/Corner Lot.

\*When arriving to Church Parking Lot in the morning please pull all the way up to the last/farthest pylon or stop sign so several cars can unload at one time.

\*When stop sign and cones are not in place due to bad weather, PLEASE FOLLOW SAME PROCEDURE.

### **DISMISSALS**

#### **FRONT/CORNER LOT:**

- ❖ Drivers who are picking up only students in all-day PreK, K, 1<sup>st</sup>, 2<sup>nd</sup>, and/or 3<sup>rd</sup> who have assigned parking spaces in the FRONT/CORNER LOT (located at the corner of Reed and Trier) can await their riders exiting the primary classroom wing (door #15 near the bike racks). Drivers are to be in place by 3pm
- ❖ Walkers and bike riders are dismissed through door #15 at 3pm. Immediately following these students, the K-3<sup>rd</sup> grade students will be dismissed to the FRONT/CORNER LOT. **Please do not wait for your student near the school door.** You may stand near your car for your child(ren) to see you or walk to the beginning of your row.
- ❖ If a driver is late to the FRONT/CORNER LOT, they should enter the BACK/CHURCH LOT from Trier Road to join the "late line". A teacher will walk the K-3<sup>rd</sup> grade students through the school from the FRONT/CORNER LOT to the BACK/CHURCH LOT to be picked up with the other students in the "holding area". See LATE LINE INSTRUCTIONS below.

#### **BACK/CHURCH LOT**

- ❖ All other drivers are to park in the BACK/CHURCH LOT in their assigned spot and await their riders exiting school through doors #7, 9, or 10. Drivers are to back into their assigned spaces and be in place by 3pm.
- ❖ Drivers are to wait to leave until all students are in cars and school staff gives the signal.
- ❖ Students are to walk to the top (closest to the building) of their row and then walk down the row to their vehicle. They may not cut between rows or cars to get to their car. Thus, if they are in row F, they will walk all the way down the side of the building to rows E/F before they cut down the aisle.
- ❖ Cars parked in spaces F40, F41, and F42 should face east toward the playground.
- ❖ When the signal is given, drivers parked in rows B, C, D, E will exit via the drive on the south side of the Church on to Reed Road. Drivers in rows G, H, I, J, and K will exit along the east side of the parking lot onto Trier road. **ALL CARS EXITING ON TRIER MUST TURN RIGHT!** Row F may leave the parking lot via either exit.
- ❖ Exiting begins with the cars furthest away from the school.
- ❖ Please remember to alternate cars when exiting. (Example: Cars in rows E and F alternate pulling out of their spot.)
- ❖ Students should be careful while out in the lot; no playing tag, throwing balls etc. Also, younger siblings playing on the playground or moving between cars must be with an adult at all times.

#### **LATE LINE INSTRUCTIONS**

- ❖ Drivers who arrive late are NOT permitted access to park in their assigned spot in either lot, due to students walking, but should enter the BACK/CHURCH LOT from Trier Road and pull up to the LATE LINE in the front of the Hession Center. Late arrivals can line up and await a signal from the school staff to then pull up to the designated spot.
- ❖ If a car is not in its assigned spot at dismissal, the student must immediately return to the "holding area" near the school building to wait in the LATE LINE. They may NOT wait at the assigned spot nor wander around the lot looking for their car.
- ❖ All student car riders are expected to dismiss to the lot. Students who know a parent will be a few minutes late should automatically wait in the "holding area" for the LATE LINE near the building. Students who are not picked up by 3:20pm will be brought back in to the school to wait for their ride at the main school entrance (Door #1).

If your circumstances changed over the summer, and you no longer need your space, please email [parkinglot@stcharlesschoolfw.org](mailto:parkinglot@stcharlesschoolfw.org), so the maps can be updated. Any other questions or concerns can also be sent to this address. Thank you!