

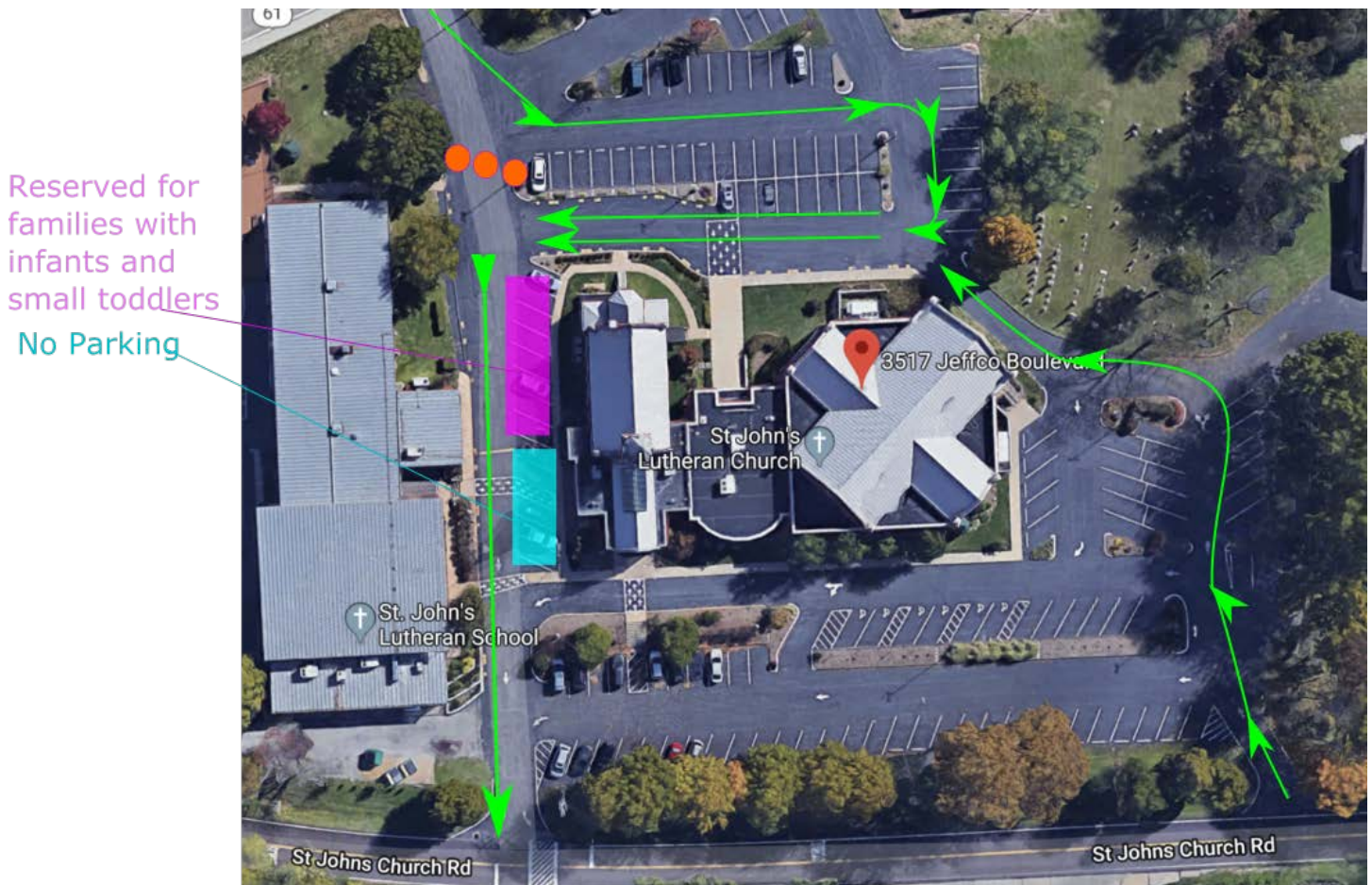


DROP OFF AND PICK UP PROCEDURES

Our new school entry project is completed (we passed inspection, but we still have a few minor things to do) ... so we will start our updated school entry procedures on Monday, November 18. We will return to our "normal" drop off and pick up procedures at the main entry ... **with a few changes.**

Q: Why are there changes from past years?

A: The changes are designed to promote pedestrian safety. New traffic patterns and restricted parking allow for safe travel to/from school and parked cars. We will monitor the traffic patterns and parking areas for improved safety. And if additional changes are needed, we will announce the new guidelines. Again, safety is our priority.



SCHOOL ENTRY

- All parents and children must enter school at the main entrance (for school day and extended care). This provides the best building security for children and staff members. Press the intercom buzzer for school access.
- No entry during the school day (or extended care) at Jeffco doors.



PARKING LOTS

- If you are walking your child to/from school and your parked car, you may park in either the Jeffco parking lot or Church Road parking lot.
- Walk on sidewalk and cross traffic lanes as needed at crosswalks.
- Children should not walk to/from a parked car without parent accompaniment.

PARKING BETWEEN CHURCH AND SCHOOL (see diagram)

- 7:45am-8:30am and 2:45-3:30pm
- The **NO PARKING** zone allows pedestrians to cross safely from the school entry and church sidewalk.
- The **RESTRICTED PARKING** zone allows parents with an infant or toddler to park closer to the main entrance. Use the church sidewalk and cross traffic lanes at the crosswalk.
- The restricted and no parking zones are in effect for the times indicated above. These parking spaces are available to all parents at other times on school days.

MORNING DROP OFF

- **Enter from Jeffco Blvd.** Turn left and loop around the parking lot (cones will direct traffic pattern). Merge with cars entering from Church Road and travel in front of the church. Turn left in driveway between church and school. Drop off children in designated area near main entrance. Exit to Church Road (and turn left or right)
- **Enter from Church Road.** Travel through parking lot toward Jeffco lot. Merge with cars entering from Jeffco Blvd and travel in front of church. Turn left in driveway between church and school. Drop off children in designated area near main entrance. Exit to Church Road (and turn left or right).
- To expedite drop off, please prepare your child to exit your car in a timely manner at the designated area.

AFTERNOON PICK UP

- **Enter from Jeffco Blvd.** Turn left and loop around the parking lot (cones will direct traffic pattern). Merge with cars entering from Church Road and form two lanes in front of the church. Cars will be directed alternately from each lane to turn left in driveway between church and school. Pick up children in designated area near gym doors. Exit to Church Road (and turn left or right)
- **Enter from Church Road.** Travel through parking lot toward Jeffco lot. Merge with cars entering from Jeffco Blvd and form two lanes in front of the church. Cars will be directed alternately from each lane to turn left in driveway between church and school. Pick up children in designated area near gym doors. Exit to Church Road (and turn left or right)
- To expedite pick up, please secure your child in his/her seat in a timely manner. If you need additional time, please pull forward and park in the dumpster driveway to secure your child.
- If your child is not readily available when you arrive at the designated pick up zone, you will be directed to pull forward and park in the dumpster driveway. Your child will be brought to your parked car.



Our new school entry provides shelter during inclement weather and greater visibility for the school main entrance. Thanks for your cooperation and understanding as we implement our updated parking, traffic, and school entry procedures.

Please share the new procedures with grandparents and others who will assist with drop off and pick up.