



August 2015

Dear Parents and Guardians,

Safety is a top concern at our school and we need your help to keep our students as safe as possible when they are dropped off and picked up each day! This letter explains our procedures.

Where do I Park?

Parent parking is on the west end of the parking lot. If you park and leave your vehicle to escort your student to campus, please park on this end and **use the crosswalk** provided.

Morning Student Drop Off

6-8 students are dropped off at the flagpole to enter campus at the front gate.

K-5 students are dropped off at the east gate by the bike rack. Kinder students are escorted from there to the kindergarten playground for the first few weeks of school. If you would like to enter the school playground area the first day or two of school you **must** sign in at the front office and receive a Visitor's tag for our students' safety.

Afternoon Student Pick Up

We use placards for parents to display on vehicle dashboards. Please fill out the teacher provided form so we can print a placard for you. This helps move the cars along as we call out to students and then have them meet your car at a designated colored spot along the sidewalk pick-up area.

We use 3 different colors of cardstock for the placards. The three colors will designate the three different grade level(s) and pick up times. We dismiss students in a staggered fashion to help with the traffic flow. Please arrive at the following times:

- **Kindergarten—2:45**
- **1st and 2nd Graders—2:50**
- **3rd through 8th Graders—3:00**

If you are picking up students in multiple grade levels please arrive at the older student's time. **DO NOT ARRIVE EARLIER THAN THE TIMES LISTED ABOVE AS THIS CREATES A BOTTLENECK AND SLOWS THE PROCESS DOWN.** You will be asked to drive around the parking lot if your child's grade level has not yet been released.

The Peoria Police Department reminds you that it is against the law to park, stop, or stand on bike lanes on Adam, 95th or 98th Avenues.

After School Walkers

The meeting place is in the breezeway between the 2 buildings. Students in K-2 are dismissed before students in 3-8 and will remain behind the gate and then escorted to parents.

The first few days will be lengthy, but the process will speed up with everyone's cooperation.

Thank you for your help,
Mrs. Conelley
Mrs. Conelley
Principal

Mr. Valentine
Mr. Valentine
Assistant Principal