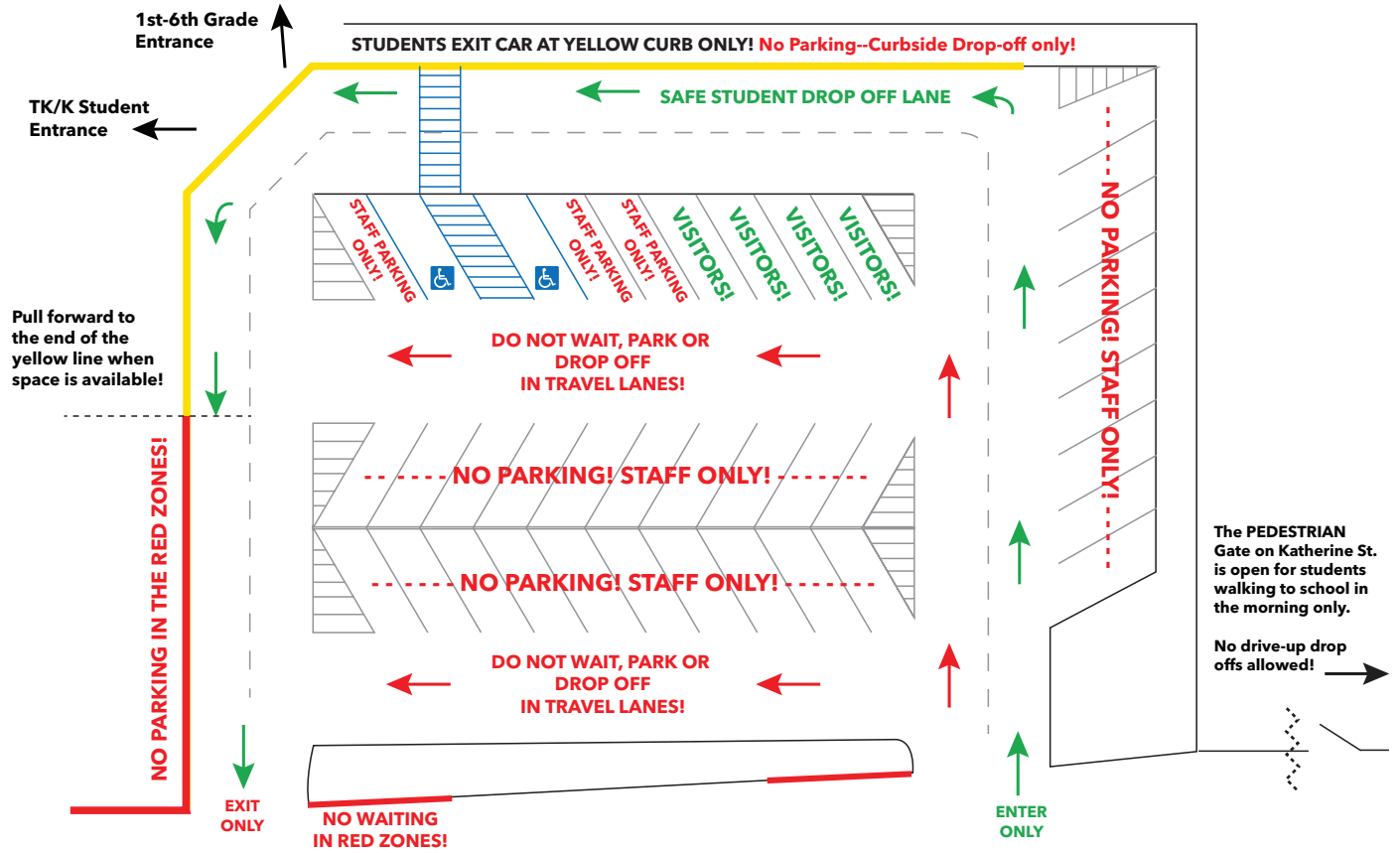


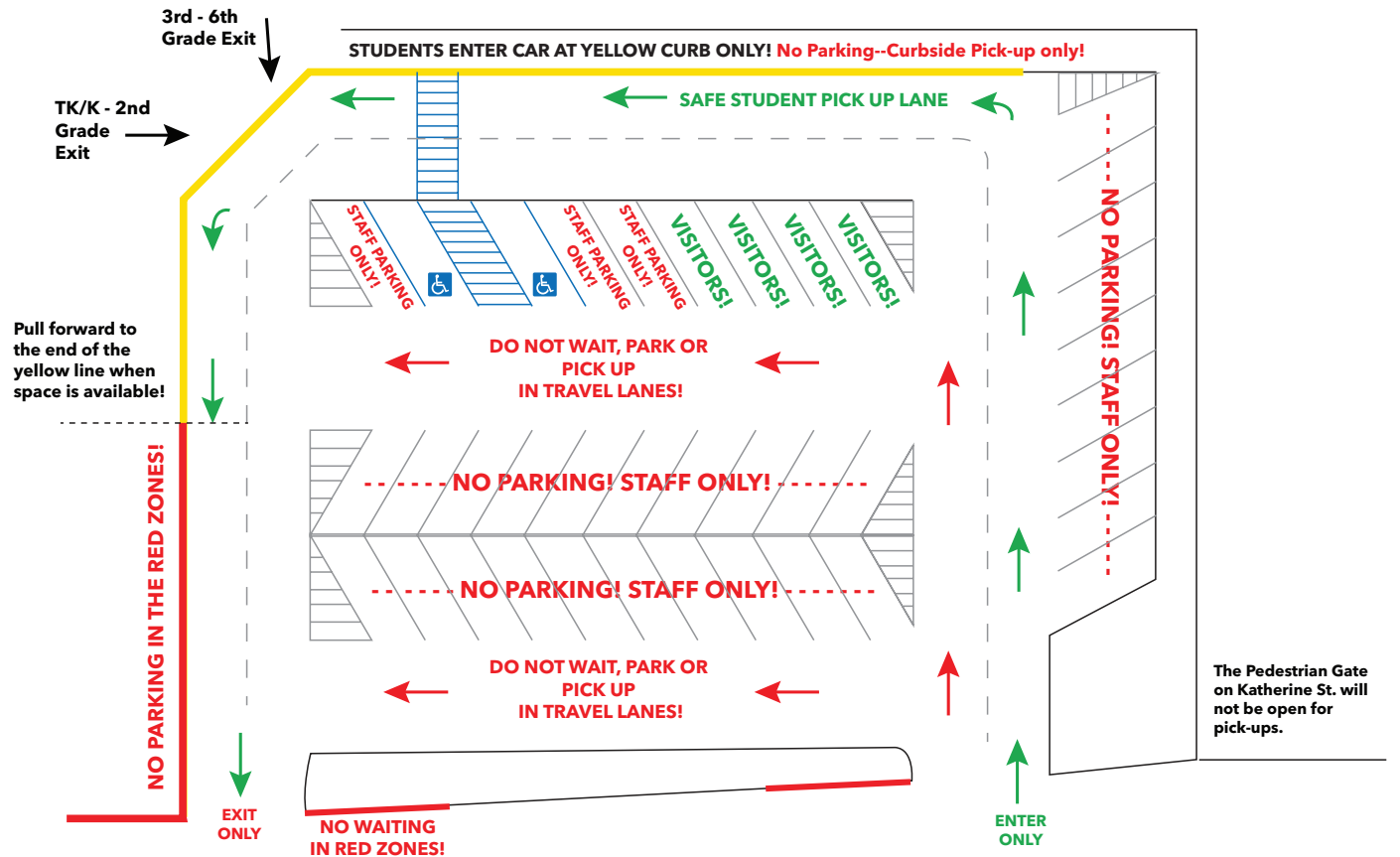
KATHERINE ELEMENTARY PARKING LOT SAFETY & PROCEDURES

DROFF PROCEDURE



SAFETY IS OUR PRIORITY!

PICKUP PROCEDURE



KEEP EVERYONE SAFE: NO DOUBLE PARKING, U-TURNS, OR JAY WALKING!

STUDENT SAFETY IS OUR PRIORITY!

Keeping our students, families, and staff safe is of utmost importance during drop-off and pick-up! Due to continuing issues with COVID, we encourage families to utilize drive-thru as opposed to walking up to minimize the number of people gathering near the front of the school. If you arrive on foot, please limit social mingling and leave as soon as your students have been dropped off or picked up. Thank you for understanding!

- **Students should only enter or exit the car when you are parked at the YELLOW CURB!**
- **DO NOT WALK THROUGH THE PARKING LOT: use the designated crosswalk or sidewalks only!**
- **Pay close attention for people walking through crosswalks and drive-ways!**
- **DO NOT PARK IN THE STAFF PARKING LOT** unless you are in a designated **VISITOR** spot.
- **DO NOT "CUT THE LINE" OR TRY TO SKIP AHEAD OF OTHER CARS IN LINE!**
- **Drive slowly in the parking lot and obey speed limits on surrounding streets.**
- **Remain patient, courteous, and follow the rules.**
- **Cell phones should not be used in the parking lot, especially when students are present.**
- **Do not block crosswalks, street access, or driveways.**
- **No U-turns on Katherine St. or Kirsten Ave.**
- **Please follow Campus Supervisor directions in the parking lot.**
- **"Just for a minute" is not an excuse to break the rules or laws.**
- **Do not wait for adults/students in Staff travel lanes (indicated with red arrows on the map).**
- **Do not sit in RED CURB ZONES: this severely blocks driver's vision of the street and pedestrian traffic when pulling out of the parking lot.**
- **Do not double park in the street to wait for students or people!**

DROP-OFF PROCEDURE (Before School)

We currently have one drop off route, through the school parking lot. Pull as far forward as possible along the YELLOW CURB. Your child should never exit the car before you reach the yellow curb! After exiting the car, your child can walk to their gate. Your child should only exit the vehicle on the passenger side. Stay in your car and do not leave your car unattended in the unloading areas. If you would like to walk your child up to the gate, please park on the side streets, not in the parking lot. The Pedestrian Gate on the east field is open for students who walk to school only, not for drive-ups! **Parents are not allowed to enter the campus during drop-off except to handle school business in the office.**

PICK-UP PROCEDURE (After School)

School ends at 2:28 pm (1:10 pm on Minimum Day Schedule). Please allow a few minutes for students to be released from classrooms, gather their belongings, and exit to the play yards for pick up.

DRIVE-THRU PROCEDURE: In the parking lot, pull as far forward as possible in the line. Once you have reached the Yellow Curb Zone, a Campus Supervisor will approach your vehicle and ask for your student's name. You can communicate verbally or with a sign that has your student's name and grade/teacher. Your student will then be notified that you are there. Your child should enter the car on the passenger side only, as this helps ensure children are never walking between cars. Do not leave your car unattended in the loading/unloading areas.

WALK-UP PROCEDURE: If you choose to park and walk up to pick up your student, park on the side streets, not in the staff parking lot or in the red curb areas. **Please approach a Campus Supervisor and they will call for your student to be released from the play yards. Parents are not allowed to enter the campus.** The Pedestrian Gate will not be open in the afternoons.

INCLEMENT WEATHER PROCEDURE: We strongly encourage everyone to utilize drive-thru pick up only during inclement weather (rain, excessive wind, etc.) Due to current COVID procedures it makes it very difficult to release students to walk-up parents during inclement weather.

If you have any questions regarding the parking lot or drop-off and pick-up procedures, please contact our office!