

Welcome Back!
...and Welcome New Families!
From the Minnesauke PTA Safety Committee

Minnesauke Parking Lot Safety, Drop Off and Pick Up Procedures

We are writing to inform you of the Minnesauke parking lot, drop off and pick up procedures which were developed with your child's safety in mind.

Please send your child to and from school via the school bus whenever possible. This is safest way for them to get to and from school.

Parking lot safety

- Please drive slowly! Little ones can dart out unexpectedly.
- No cars are permitted in the bus circle!
- Do not use the Bennett's Road driveway during arrival and dismissal times.
- Please observe all signs. Specifically, the stop signs and crosswalks.
- Please be courteous to our neighbors on High Gate Drive. Park there only if necessary. Please do not block driveways or mailboxes.
- The fire lane along the 3rd and 4th grade wing is for drop off only. You may not park or leave your vehicle unattended for any reason.
- Please only use the sidewalk (closest to the 3rd and 4th grade wing) from the parking lot. The sidewalk adjacent to the bus circle will be reserved for bus loading and unloading only.

Drop off procedures

- All drop offs must be made from the High Gate Drive entrance. Do not use the Bennett's Road entrance.
- If you must drop your child off at school, and you wish to see your child into the building, you must park in a marked parking spot and walk your child into the building.
- The fire lane along the 3rd and 4th grade wing is for drop off only. You may not park or leave your vehicle unattended for any reason.
- If you wish to drop off your child without seeing them enter the building or leaving your vehicle, keep to the student drop off sign without entering the crosswalk.
- You must maintain a single lane. Do not pull out and pass vehicles stopped in front of you.
- Once you have unloaded and all of the vehicles in front of you have pulled away, you may exit the parking area.
- Do not stay in the drop off lane to watch your child walk in to the building. This will cause backups and may promote vehicles behind you to unsafely pass you.
- Please say goodbye to your child before entering the drop off area. This will avoid delays that cause traffic back-ups.
- Children must exit from the right side of your vehicle when at the student drop off lane.

Pick up procedures

- If you plan to pick up your child at dismissal time, it will be necessary for you to send a note to your child's teacher. It will not be possible to retrieve your child from the buses.
- As before, enter the building at the main entrance and proceed to the security desk to sign your child out.
- After you sign your child out, you will need to wait for your child around the flagpole outside. There will not be space in the lobby for you to wait, as this area will be used as a staging area for students going to SACC, troop meetings, etc...

We know the parking lot situation is challenging at times. We ask every one of you to make it a bit easier by **being patient** and following these guidelines. If you have any other suggestions for improvements, please do not hesitate to contact the Minnesauke PTA Karen Kaye at 406-3182 or Donna Pflieger at 831-9586.