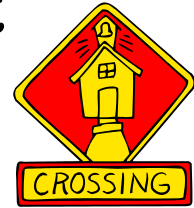


WEST RIDGE ELEMENTARY SCHOOL



Dear Parents,

Please read the following information very carefully and share this information with everyone who drops-off and picks-up your child. I am writing to you so that we are all able to review West Ridge drop-off and pick-up procedures. **These procedures are mandatory because the safety of the children is our first concern.** A number of incidents have been reported to me regarding cars speeding, careless driving and students running into the street. I understand that the process can be frustrating, but with a clear understanding we can make sure that it runs safely and smoothly for everyone involved, especially for your children, our West Ridge students.

The drop-off and pick-up guidelines are in place to keep all West Ridge children safe and to make the drop-off and pick-up of students run as effectively and efficiently as possible. Please read all of the guidelines thoroughly and contact me if you have any questions or concerns about any of them. On days when I have seen these guidelines followed, drop-off and pick-up is effortless for everyone involved. Please share these guidelines with everyone who does pick-up for you such as grandparents, spouses or friends, even if it is just on one occasion.

Last year on May 1, 2012, we began some new drop-off supervision procedures which have been running smoothly. Kindergarten and first grade students enter through the outside door of the multi-purpose room starting at 8:15. Students in kindergarten & first grade will remain in the multi-purpose room from 8:15 until 8:30. Mr. Pilaar will supervise these children. West Ridge aides will walk them down to their classrooms. Students in Grades two to six will remain outside in front of school from 8:15 until 8:30. Mr. Allen and Ms. Henderson supervise in this area. On cold or rainy days, Mr. Allen and Ms. Henderson will supervise students in the hallway by their classrooms. Students will know if it's an "inside" day or an "outside" supervision day, not only by the weather, but by Mr. Allen's and Ms. Henderson's presence outdoors.

One of the most important concerns is the speed of some cars as they are going down South First Street and in front of school. Please be careful of your speed even if you are in a hurry. I'd also like to ask you to walk up to school to pick-up your child if you choose to park on South First Street so that you can walk your child back to your car. There are only two crosswalks near school. They are the one in front of school and the crosswalk by the parking lot. These must be used to cross the street.

Please review all of the guidelines on the back of this letter and call me if you have any questions. I am also strongly requesting that you supervise your child on school grounds when you pick him/her up from school. The time at the end of the day is not intended for play but for pick-up of your children. If you pick-up your child and leave the school grounds there will be less congestion and it will be safer for everyone. **I am sincerely asking for your help with all of these issues. I know that we all want our West Ridge students to be safe.** I encourage you to see me if you have any other ideas that may help make this process run more safely and smoothly. Thank you for your help with this very important matter!

Sincerely,

Christine McCaffery
Principal

West Ridge Elementary School Student Drop-Off and Pick-Up



Morning Drop-Off

- **No parking** in front of school between **8:00 and 8:45**.
- There is **NO** student supervision before 8:15. You may drop-off your child at school anytime between 8:15 and 8:40. After announcements end at 8:45 your child will be marked tardy.
- **Parents need to drive all the way up the front drop-off area in front of school** to drop their child off. The cars will move along much more quickly if everyone pulls all of the way up in front of school. When this happens, the area is able to accommodate approximately seven cars. When cars do not pull as far as they can there are often only three or four cars dropping children off at the same time, and as you know this will cause delays in the line of cars on South First Street out to Ridge Ave.
- **Parents must not get out of the car during this drop off time.** If your child has a project or if your child is very young and you need to help him/her out of the car, please park in the parking lot and walk your child into school.
- **Do not use your cell phones when dropping your child off at school.**
- Teach your child to get out of the car quickly. Please give your child directions for the day and say your good-byes at home or in the car before drop off time.
- **Do not park your car or drop off your child on the crosswalk area.**
- Children should get out of the car on the curb side. If your child is not able to do so because of a car seat, please have your child walk in front of your own car so that you can closely monitor the safety of your child.
- **Please be patient.** Some parents have a number of children that they are dropping off and need more time for the children to get out of the car.
- **It is critical that you stay in line.** Never pull ahead of another car because they are taking a little longer, even if a few seconds feel like minutes. Cutting in front of other cars causes accidents and makes it unsafe for the children to be dropped off at school.

Afternoon Pick-Up

- **No parking in front of school between 3:00 and 3:45.** If you choose to pull up in front of school during that time, please **remain in the car** until your child comes out to you.
- **Do not park or stop on the crosswalk area.** It is illegal and unsafe.
- **Do not walk/run between cars stopped in front of school for pick-up.** Please use the crosswalk and teach your child to use the crosswalk at all times. It is not safe for them to run between cars across the pick-up area!
- **Do not use your cell phones when picking your child up in front of school.** It is distracting to you and to your child, as well as illegal and unsafe.
- **Do not block staff parking spaces in front of school.** Often staff members have meetings or personal appointments that they must get to in a timely manner.
- **Provide clear directions for your child on a daily basis as to who will be picking them up.** Provide these directions in writing for your child's teacher and/or the office if they are different than normal. Children often get confused and say, "I think my mom said...."
- **Except in emergencies, we ask that you plan ahead for afternoon pick-up.** Your child should know at the beginning of the day who is picking him/her up. Please limit your calls to the office in the afternoon. Changes in your pick-up arrangements should only happen in emergencies.
- Please discuss the pick-up process with your child.