

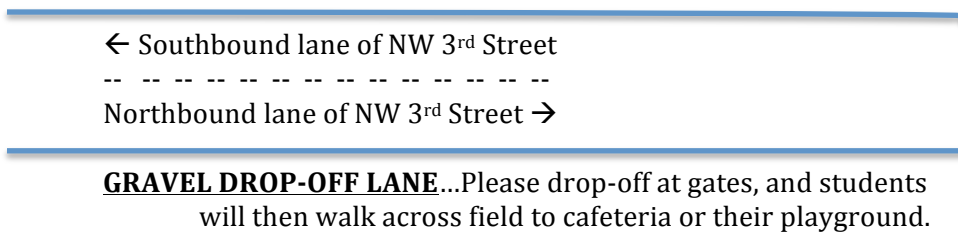
NEW 2017-18 CES Traffic News

Dear Parents and Guardians,

To help alleviate traffic congestion in our parking lot and make the crosswalk in front of our school safer for our BELA preschool students and families, we are instituting a new Morning Drop-Off procedure, which will begin fully on **Monday, August 28th**. The first week of school (Aug. 21-25), we will continue to allow students to be dropped off in the right lane in front of our building as we work to spread this information, and as we also appreciate and understand that it is helpful for parents to park in our parking lot to help walk their students in at the beginning of a new school year. However, beginning on Monday, August 28th and continuing through the remainder of the school year, traffic cones with signs will be placed in the right lane in front of our school building and no more Morning Drop-Off/Unloading will take place in front of our school from 7:30 a.m. to 8:10 a.m. – instead, **the drop-off/unload zone is now the same as our student pick-up area, which is located in the gravel lane located off NW 3rd Street, which is west of our building and across our grass field, under the blue awning**. For students with medical restrictions, we still encourage families to park in our parking lot, as needed. Please take a moment to carefully read over the following parking, drop off/pick up, and other general procedures:

Morning Drop Off - All students are to report to the cafeteria if dropped off before 7:45 a.m. After 7:45 a.m., students will report to their respective playground areas, unless they will be eating breakfast in the cafeteria. (North playground for grades K-2, and South playground for grades 3-5.) **For student safety and supervision**, please adhere to the following morning procedures:

- **Once again, the drop-off zone is now the same as our student pick-up area, which is located in the gravel lane across the grass field, under the blue awning.**
- CES Staff will be present in the drop-off zone by 7:45 a.m. and any students who are dropped off prior, will need to go straight to the back door of our cafeteria, which is located near our 3-5 playground to wait for dismissal.
- **Or** you may park in the parking lot if you want to deliver your child, have a brief stay, or if staying for part of the day. There is no parking in the drop-off zone.



NW Cedar Ave.

3:15 p.m. Pick-up - **For student safety and supervision**, please adhere to the following afternoon procedures:

- All car riders will need to be picked up in the gravel lane provided in the parent pick up zone to the west of our school building (across the grass field, under the blue awning).
- Staff will have a line of students who are to be picked up formed on the concrete under the blue awning.
- A staff member will load students into their car as the car reaches the north end of the lane near the gate. No loading will be allowed in the actual street of NW 3rd Street.
- Students will not be allowed to walk across the pick up lane unless with an adult.
- If you want to park and meet your student after school, please park in the parking lot. To increase student safety and minimize disruptions, parents and visitors are asked not to wait inside the office or hallway areas. Instead, we ask parents to wait outside the doors of the west entrance (near the 3-5 playground) when picking up their student(s). All students will be released out of those west doors at 3:20 p.m.
- Students walking home need to report to and exit from his/her appointed release area.
- If you have someone else pick up your child, please share with him/her the procedure of after school pick up.

To ensure student safety and supervision, we appreciate your cooperation with these traffic procedures.