



## Cedar Wood Parking Lot Procedures

The safety of your child and all other children on our school site is our first priority. Help us keep Cedar Wood a safe school by following these rules in our Parking Lots.

The **only** place on campus where students may approach vehicles without an escort is in the lower Kiss and Go lane.

### Upper Parking Lot:

- Students dropped off or picked up in the upper parking area **must be escorted at all times to and from the front of the school.**
  - Arriving: Parents must park their car, get out and walk their student to the area by the flag pole or to the kindergarten play area.
  - Departing: Parents must park their car, get out, walk to meet their student on the sidewalk in front of the school, and then escort their student back to their car. Parents may not gesture from their car for their student to leave the curb without an adult escort.
- **No** student drop off or pick up is permitted **at any time** in the Bus Parking/Fire Lane, in the handicapped zones nor along the curb by the gym. Do not ask your children to break the rules by meeting you anywhere other than by the flag pole or at the kindergarten gate.
- Parents are to use the west gate to enter the parking area and the east gate to depart.

### Lower, Kiss and Go lane next to the Covered Play Area:

- Parents are to drive single file into the west entrance of the lower parking area. Cars waiting to enter the Kiss and Go area should line up to the west of the entrance of the lower parking area, being careful not to block the entrance or exit to the upper parking area. Parents arriving from 35<sup>th</sup> Avenue should head west past the school, turn around, and join the end of the line of waiting cars.
- When arriving in the morning students should have their backpacks in their laps and be ready to exit when their car arrives at the curb.
- Cars entering the Kiss and Go lane should **pull forward** to the furthest open space, permitting others behind them to also enter. Do not stop at the first available opening.
- Students may only enter or exit vehicles **on the right hand side** in the Kiss and Go line.

During the last ten minutes of the day office staff can not send for students to release them early. School is in session until 3:25.

We ask that you give priority to school buses entering or exiting the site.

We appreciate your cooperation in helping us keep our parking lot a safe place for your children and for the rest of our students.

