**Morning Drop-Off and Afternoon Pick-Up Procedures**

Please note the “student valet drop-off (kiss and go) area” (a map can be found in the last few pages of this handbook). Students must exit/enter their car next to the sidewalk only and in this designated area only. Please stay in line and take your turn for drop-off. The extra five to ten minutes it may take to drop-off and pick-up students is worth a child’s life! **The bus parking (by the flagpole) and staff parking are not authorized student drop-off and pick-up areas!** If you are parking in the lot, a staff member will help your child cross at the crosswalk. Please cross only at the crosswalk. Cars MAY NOT be in the bus loop at any time that buses are present; violators may be ticketed by the Colorado Springs Police Department.

**Safety in the Morning Drop-Off Zone**

Except for bus drivers, everyone involved in driving students to school in the morning is respectfully reminded to use the morning drop-off zone southeast of the school. The cooperation of every parent, driver and student is needed to ensure the safety of all. Please read the following procedures and help each other with compliance. Yes, we are asking parents and students to help each other!

**When Driving Students To School, Drivers Should:**

- Use only the drop-off zone to the southeast of the school building, the “kiss ‘n go” area (lower parking lot at Orchard Path Road and Dante Way).

- Have patience and proceed in a single file line and pull forward until reaching the designated zone for passenger drop-off; i.e., along the sidewalk near the steps (if practical), or anywhere along the sidewalk, exiting on the passenger side of the vehicle.

- After dropping students off, remain in a single file line following the vehicle ahead. Proceed forward to exit the lot. While proceeding forward to exit, keep a watchful eye for pedestrians and the staff member who will be directing pedestrian and vehicular traffic.

- All pedestrians (students and parents) may only cross at the designated crosswalks.

**Drivers Who Need To Park Their Vehicle And Walk With Their Passengers Should:**

- Park their vehicle in the middle of the lot (or on the street) and escort their passengers through the marked crosswalk to the sidewalk under the guidance of the drop off zone supervisor.

Since more students will be driven to school when the weather is inclement, patience and cooperation will be more in demand. When the temperature or wind chill is 15°F or below, students will be allowed to enter the building at 8:00 AM (a pink sign will be posted on the front doors indicating to all students to come inside).

**Parking At The Front Of The School - “Loop” Parking Lot:** Here are a few safety reminders about the parking lot located in the front of school, where the flag pole is....

- **The area in front of the school that is designated for visitor parking should be used between 8:30 AM and 2:50 PM only.** The curb is painted yellow, which means it is a “no parking zone”, and signs are posted that state the curb area is a “fire lane/no parking zone” and “bus lane no parking”. This means that parents and/or visitors may not park alongside the curb for any reason, at any time, not even to quickly drop off students or pick them up (this applies to all students, including preschoolers).

- Our drop-off and pick-up zones are located in the lower parking lot at Orchard Path Road and Dante Way (the kiss ‘n go area). The parking spaces around the flag pole should be used if you are:
  - Picking up your child for an appointment **during** school hours;
• Bringing your child to school (arriving **during** school hours because of tardiness, doctor appointments, etc.); or,
• Volunteering at the school or attending a class/school event.

- If the spaces are filled, then you must park on the street or in the lower parking lot. It is illegal to park along the yellow curb and the solid yellow line. Violators may be ticketed by the City Police.

- If a bus is parked at the curb, and if children are getting on/getting off the bus:
  • You may not drive into the parking lot, even to park your vehicle in a parking space.
  • If you are leaving the school, you may not move your vehicle until the bus has departed.

To protect students and others, we will be vigilant about violators. Those who choose to not follow our safety procedures in our drop-off zone will be asked verbally and in writing to cooperate. Health and life is precious! Please be careful!

These are traffic laws created and upheld by the City of Colorado Springs. We expect these laws to be obeyed for the following reasons:

• The safety of our students - your children;
• It is the law.