

NEW DROP OFF, PICK UP, AND PARKING LOT PROCEDURES

You will notice when you approach our parking lot that changes have occurred due to the decrease in bussing servicing Tijeras Creek. I wanted to explain to you what to expect before you arrive in the parking lot on Tuesday morning. Please read on! Your patience is encouraged as we work through and fine tune this new drop off and pick up procedures.

The area in front of the school that was previously known as the "Bus Lane" will now be known as the "Car Pool Lane." As long as you have **3 or more school age children** in your car, you may enter this lane in the front of the school. This area has been designated as a car pool lane only. Please enter this lane staying as far to the right as possible, pull forward and unload your children on the right side of your car only. Then you may pull forward to exit the car pool lane safely.

For those of you with less than three children in your car, you must enter the school parking lot for drop off.

We have also had a change in our main parking area. In the main parking lot you will now find a "through lane" that wraps around the end of our parking lot. This is the lane that you travel in to either drop off or pick up your children. (Follow the arrows.) We no longer will go to the very end of the parking lot, we have shortened it up a bit and now **only the busses** will go to the end of the parking lot.

Our new bus drop off area is located at the end of the parking lot closest to the field. This area will allow the scholars to safely enter and exit the bus. Because we have this new bus area the line of cars that usually accumulates anywhere from 1:00 p.m. must now not form until after 1:45 p.m. This is to ensure that our buses may enter the parking lot and be in place waiting for our children when school dismisses. Please adhere to this new procedure as we need to have our buses waiting to load as soon as the school bell rings.

You will also notice that a chain will now be drawn across the entrance of our parking lot after 1:30 p.m. every day. This is to ensure that our buses are in place at the rear of our parking lot, in our new bus area, for pick up. As soon as all the busses are in place, the chain will be removed and the pick up lane may start forming. Until that time, a line will not be permitted to form.

We will still follow the same drop off/pick up procedures as in the past. When picking up after school, please put your child's name on a large piece of paper in the front window of your car so the teacher's who are assisting the children can clearly see the name and call it out to those waiting. Example:

Jane Smith-4th

Due to the anticipated heavy traffic flow, adhering to these new procedures will hopefully alleviate a frustrating situation.

- Please have your children's backpacks in their lap ready to exit the car. (If it all possible please does not put items in the trunk of your vehicle. This really slows down the process.

- Say your “good-byes” and give your hugs and kisses when you enter the parking lot so your child can quickly exit the car. Please keep the “good-byes” brief when at the curb as we need to quickly unload many cars. Allow the student ushers to assist your child getting out of the car when ever possible.
- Drivers should not get out of your vehicle.
- Pull as far forward as possible.
- Members of car pool should sit together during dismissal.
- Drop off from 7:25-7:45 School starts at 7:45!

We appreciate your help in following these procedures!

Lastly I want to mention that if you are picking up your child at the end of the day and the chain is drawn at the entrance to the school, you will need to park in the neighborhood and walk to the office, so please make sure you allow an appropriate amount of time to pick up your child.

We are looking forward to a fabulous year and after we all get through a bit of a learning curve with these new procedures, we know that everything will work out to ensure a safe parking lot for everyone to enjoy! It is going to be a gold medal year!

Mrs. Buckingham

Tijeras Creek, Principal