

Dear Parents,

We are looking forward to seeing you tomorrow with your children! At Springwood, we take safety very seriously. Please review the safety reminders carefully!

**Sincerely,
Claire Frick,
Principal**

- 1) We only open the two gates nearest the administration building in the mornings for students. All car dropoff students will need to enter through one of these two gates. At 8:30, the gates will be shut. All students arriving after 8:30 must report to the front office for a tardy pass. Parents should park and escort their students to the front office to sign them in and provide a reason for the tardiness. Instruction begins promptly at 8:30 a.m.
- 2) Parents arriving on campus at any time who wish to go beyond the gates for any reason must report to the office for a visitor's pass. No exceptions, please! This means that if you normally walk your child to his/her class, we are asking you to stop by the front office for a pass before you proceed.
- 3) During school hours, including morning supervision (7:45 – 8:30), we are asking that all parents exit through the front office rather than using our gates. This helps ensure that gates remain closed throughout the school day. Please remember to turn in your visitor's pass as you leave.
- 4) The back gates (leading to the bus ramp) will be locked at 8:30 a.m. Please remember that parents should not be using this as an area to drop off children. If you are in this area after 8:30, you will be locked in. Please use only the front parking lot to deliver your children.
- 5) You must have your car tag to pick up your child. Please be sure that your car tag is visible at all times as you pull through the car lane.
- 6) If you are in your vehicle, and do not have a tag, we will ask you to park and go in to the front office to provide identification. If you are walking up to pick up your child after school, and do not bring your tag, you will be asked to go into the front office to provide identification, as well. We will check the student's registration sheet at that time, to be sure that you (or the person you send to pick up your child) have permission to remove the child. Please be sure your list of people who have permission to remove your child is current and that we have your updated phone numbers! **The form to obtain a car tag is on our website and is also available from the front office.** We suggest that you remove the car tag from your rearview mirror when you are off campus for safety reasons.
- 7) Just a reminder that the handicapped parking spaces out in front of the school may only be used by those persons who have a handicapped parking tag displayed on their rearview mirror. Parking in a handicapped parking space without a hang tag or a handicapped license plate is a \$250 fine!
- 8) Under no circumstances should children be let out in the parking lot in the mornings. Parents who use the front lot to drop off their children must park and escort their children

across the walkway.

Student Drop-off/Pick up Procedures

The front driveway, where adults are supervising, is to be used to drop off students in the morning (*no earlier than 7:45 a.m.*) and to pick up students in the afternoon (*no later than 3:20 p.m.*). We can move cars quickly and safely through the driveway with your cooperation. Please help us keep our children safe by observing the following rules:

- When dropping off or picking up students, please follow the directions of the adults on duty at all times.
- Please stay in your car and follow the car loop unless you need to come into the school office for some reason. Each time a car parks and then exits, traffic is held up. Please allow us to do our job and serve you by opening your car doors for your child!
- Never leave your vehicle unattended in the parking lot unless parked in a designated space.
- Please pull all the way to the end of the loading zone to drop off or pick up your child.
- After you drop off your child, please carefully pull out into left lane to exit.
- Please do not block crosswalks with your vehicles.
- Cross only at the crosswalks. Children must be escorted by an adult at crosswalks.
- Please help us teach your children to be aware of their surroundings at all times.
- Please do not use your cell phone while you are driving your vehicle, especially in our pickup/drop off line. Be alert to movement of pedestrians. Adults who are walking should also refrain from cell phone use in and around moving vehicles.
- Always have your children exit your vehicle from the right side nearest the sidewalk.
- Be sure your child removes his/her backpack before buckling up!
- Please follow the posted 5 MPH speed limit at all times.
- Please do not back into parking spaces. All cars should be parked heading in.
- Thank you for observing reserved spaces!
- Please follow the designated traffic pattern at all times. No u-turns!
- *We also remind you that the driveway behind the school is to be used ONLY by school buses, faculty, and support staff.* Signs are posted at the driveway entrance on Fred George Road. This area is restricted during the hours of 7:00 to 3:30. The only exception is for parents of students who are enrolled in our before school program. They may access this area until 7:30.

Kindergarten Car Pickup

Kindergarten students will be sitting on the first four benches for the first few weeks of school. Please help your child learn the first letter of his/her last name!

Releasing Students

ALL PERSONS, PARENTS OR VOLUNTEERS, MUST ALWAYS SIGN IN AT THE MAIN OFFICE BEFORE GOING ANYWHERE ON OUR CAMPUS. YOU WILL BE ISSUED A NAME TAG, WHICH WILL INDICATE THAT YOU HAVE

FOLLOWED THIS PROCEDURE. ANYONE NOT WEARING A NAME TAG WILL BE DIRECTED TO THE FRONT OFFICE. PROVIDING A SAFE AND ORDERLY ENVIRONMENT FOR CHILDREN AND ADULTS IS A PRIORITY AT SPRINGWOOD.

Please remember that you must present identification, such as a driver's license with a photograph, when signing out a child early or when coming to speak to your child for any reason. We use this procedure for parents we see often, as well as for those faces that may be newer to us.