

2016-2017 Silver Oak Student Drop-Off and Pick-Up Protocol

For the safety of Silver Oak students and staff, it is important that we all follow the established drop-off and pick-up procedures. Please share this information with babysitters and other family members responsible for student drop-off and pick-up.

At the **bus loop parking lot** for drop-off and pick-up, please make a left turn only into the parking lot. If you have told your child to meet you at this location and are coming from the other direction, please go to the traffic light on San Felipe and Farnsworth and find a place to make a safe turn around to position your automobile at the back of the line to make a left turn into the parking lot. You also have the option of parking along the green and white curb which is the curb after the entrance to the main lot and bus loop lot, these are legal parking spots.

At the **main parking** lot for drop-off and pick-up please make a right turn only. If you are coming from the opposite direction, please drive to the traffic light at the country club and find a place to turn around safely. Please do not park on the street between the country club and the main parking lot, this is a no parking zone and to keep traffic flowing safely we want cars making the right turn into the parking lot to have a turning lane so cars going straight can move freely to avoid congestion. You also have the option of parking along the green and white curb which is the curb after the entrance to the main lot and bus loop lot, these are legal parking spots.

Use designated loading zones (orange cones) for pick-up and drop-off. Drive all the way forward into the drive through areas before dropping off or picking up your child. **No parking** is allowed in those areas, **do not leave your car unattended in these areas**. If your child is not ready to load when you are in the zone you will be directed to drive through with the flow and re-circle around.

When picking up your child after school, you will direct your child to meet you in the designated pick-up areas (front of the school or former bus loop area). Staff will be assigned to supervise your child. You **cannot park and leave your car unless you are in a designated parking space**. You will not be allowed to block parked cars. Use the loading zone areas for pick-up and drop-off. Children should unload quickly from the side of the car that is adjacent to the curb. **Backpacks should be with children, not in the trunk of the car, to expedite loading and unloading.**

For parents who use the back school gate on **Trowbridge**, please be mindful of the following drop-off and pick-up procedures. Please do not park or otherwise leave your car unattended along the yellow curb between 7:40am and 8:10am, or between 1:50pm and 2:30pm. The yellow curb zone is intended to be a loading/unloading zone only, and leaving a car parked or unattended disrupts the flow of other parents trying to drop-off or pick-up their children. Please do not double park along the yellow curb zone. Children are often too short to be seen as they dart between cars to get to a double-parked car. If you are waiting along the yellow curb, please pull forward immediately when a space opens up. This will allow the parents queued along Trowbridge to move forward to pick up their children safely. Please have your child's backpack easily accessible during drop-off, to expedite unloading. Also please be considerate of others and watchful for children on and near the road.

Student safety and courtesy for others are matters of considerable importance at Silver Oak School. It is crucial that parents do their part to assist in this effort. We request that all families respect the traffic guidelines.