

STUDENT DROP OFF AND PICK UP

Introduction

The safe arrival and departure of students is of paramount concern to the Charter School. The Charter School has promulgated the following policy and requests that students and parents adhere to its procedures in order to ensure the safety of all students and staff. In addition, the Charter School desires to be a good neighbor to the residents surrounding the Charter School premises. Parents can help the Charter School to be a good neighbor by following the rules of the road and exercising courtesy to neighborhood residents.

General Guidelines

All visitors to the Charter School are expected to adhere to the rules of the road when driving on or around the Charter School premises. All visitors are expected to drive slowly when students are present. Motor vehicles of any kind, including but not limited to, motorcycles, motor scooters, and motorized skateboards, are not allowed on the Charter School premises in any area except the parking lot or designated drop-off and pick-up areas.

Arrival and Departure of Charter School Students

Due to extremely limited parking, we recommend walking or carpooling! Parents are requested to adhere to the following rules: Drop Off:

1. Drive slowly through the school zone.
2. Pay close attention to the directions of any crossing guard at any crosswalk or traffic light. He or she is trying to help get students to and from school safely.
3. When approaching the area designated for student pick-up and drop-off, remain patient and stay to the right side of the area.
4. Parking is extremely limited so parents will be asked to drop off students rather than parking and walking them to class. We will have staff available to supervise and escort students to ensure that all students make it safely to their destination. It is our staff's responsibility to ensure the safety of all students and the safety of the parking area. Please respect their directions at all times. If you have a problem or concern, please do not block traffic. Rather, find a parking place, then address the concern in a manner appropriate to an elementary school setting.

In the drop-off/pick-up zone

1. Pull all the way forward and have students exit the car from the passenger side only. Once students have exited from vehicle, please pull forward and exit the parking lot. If your student requires assistance exiting the vehicle, please get back in as quickly as possible, then pull forward and exit the parking lot. If you need to stay longer, please pull forward and find a parking space.
2. Do NOT park, or exit your vehicle, except as allowed above, in the drop off lane.
3. Do NOT try to pull around other vehicles unless directed by a staff member.
4. Follow directions of staff at all times.
5. Students will be escorted to their appropriate destination by Westlake Charter School staff.



PICK UP:

1. Students will be walked to the pick up area.
2. As a student's car pulls into the pick up area, they will be released to go to their car.
3. If your student is not yet out when you get to the pick up area, please continue to pull forward and come back around.
4. If you are waiting for another student, either park or continue to pull forward and come back around.
5. Do NOT park, or exit your vehicle in the pick up lane.
6. Do NOT try to pull around other vehicles unless directed by a staff member.
7. Follow directions of staff at all times.
8. When leaving, pull out slowly and look carefully for students and other cars.

Parking Visitors must utilize the parking spaces available to visitors only. Visitors should never park in a space designated for staff. Visitors should never park in an adjacent school's parking lot.