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SUNSET VIEW ELEMENTARY SCHOOL

Hello parents and guardians,

I am sure many of you are aware of the challenges our school faces with our parking lot. Since safety is our number one priority at Sunset View, I wanted to send out the expectations we have for all visitors coming to our building. In addition, I am requesting that every family return the attached form with a signature so I know everyone has reviewed and understands our safety expectations. I appreciate your cooperation with this and your support in keeping every child safe!

Dropping Off and Picking Up Children

- Follow the safety procedures set in place, abide by the signs, and use crosswalks supervised by school safety patrol.
- We *encourage* that children ride the school bus, if bussing is available, and walk to school if you live within a mile of the school.
- We have supervision available from 8:30-8:40 AM. Please **do not** drop your student off before 8:30 unless he/she is getting breakfast, goes to the YMCA, or has a supervised morning activity.
- In the afternoon, once staff and crossing guards return inside, any student still waiting for rides will be escorted to the office. Office staff will attempt to call each family in order to ensure a ride is coming. Parents will then need to park and come into the main office to check their student out.
- Avoid parking, stopping, or waiting in the bus loading zone, the fire zone, or blocking the service driveways. If you are not handicapped, do not park in a handicapped parking spot.
- Drop off and pick up students in drop off/pick up zone. If you choose to pick-up at the rear of the school, please abide by the parking signs and use the crosswalks.
- Always go to the **right** curbside for pick up and drop off only, do not use the center lane. The center lane is for flowing traffic only.
- Please do not park in the drop off/pick up zone.
- If you are walking with your student to his/her line, you will need to park in the parking lot. If you are picking up your child, **do not** use the parking lot unless you are going to get out of your car and walk over to pick your child up.
- Teach and remind your student about being safe around moving vehicles and MODEL this behavior for your child.
- The bus loop is for busses only, not cars.
- **Do not** leave cars unattended at curbside.

How YOU Can Help

- Volunteer to help with parking lot safety before and after-school. We could use help guiding traffic, support at the cross-walks, reminding parents about expectations, etc.
- We know not everyone has the opportunity to volunteer, so if you cannot do anything else, please be kind and patient to all staff and volunteers who are out there...we are just trying to keep all our kids safe!

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Please tear off the bottom part of this form, fill in the information, and return it to your classroom teacher. Please keep the rest of the document for your reference.

Student's First and Last Name: _____
Classroom teacher and room number: _____

I have read and understand the information you have provided about the parking lot safety expectations.

- Yes** **No, I have additional questions. Please contact me at:**
Phone number: _____
Email: _____
My preference of contact is: _____

Parent Signature: _____

I would also like to volunteer to help with: (Check all that apply)

- Cross walk Helping students get in and out of cars
 Parking Lot Safety
 Anything you need help with!

I am available (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Monday morning | <input type="checkbox"/> Monday afternoon |
| <input type="checkbox"/> Tuesday morning | <input type="checkbox"/> Tuesday afternoon |
| <input type="checkbox"/> Wednesday morning | <input type="checkbox"/> Wednesday afternoon |
| <input type="checkbox"/> Thursday morning | <input type="checkbox"/> Thursday afternoon |
| <input type="checkbox"/> Friday morning | <input type="checkbox"/> Friday afternoon |

Please contact me so I can start helping:

Phone number: _____
Email: _____
My preference of contact is: _____