

Dear Families/Guardians,

Car and foot traffic in and around the school is often a challenge. We ask you to adhere to the following instructions. We tend to be strict about these rules: our first and foremost concern is the safety of our students, families, and staff.

**First Day of School Drop Off:**

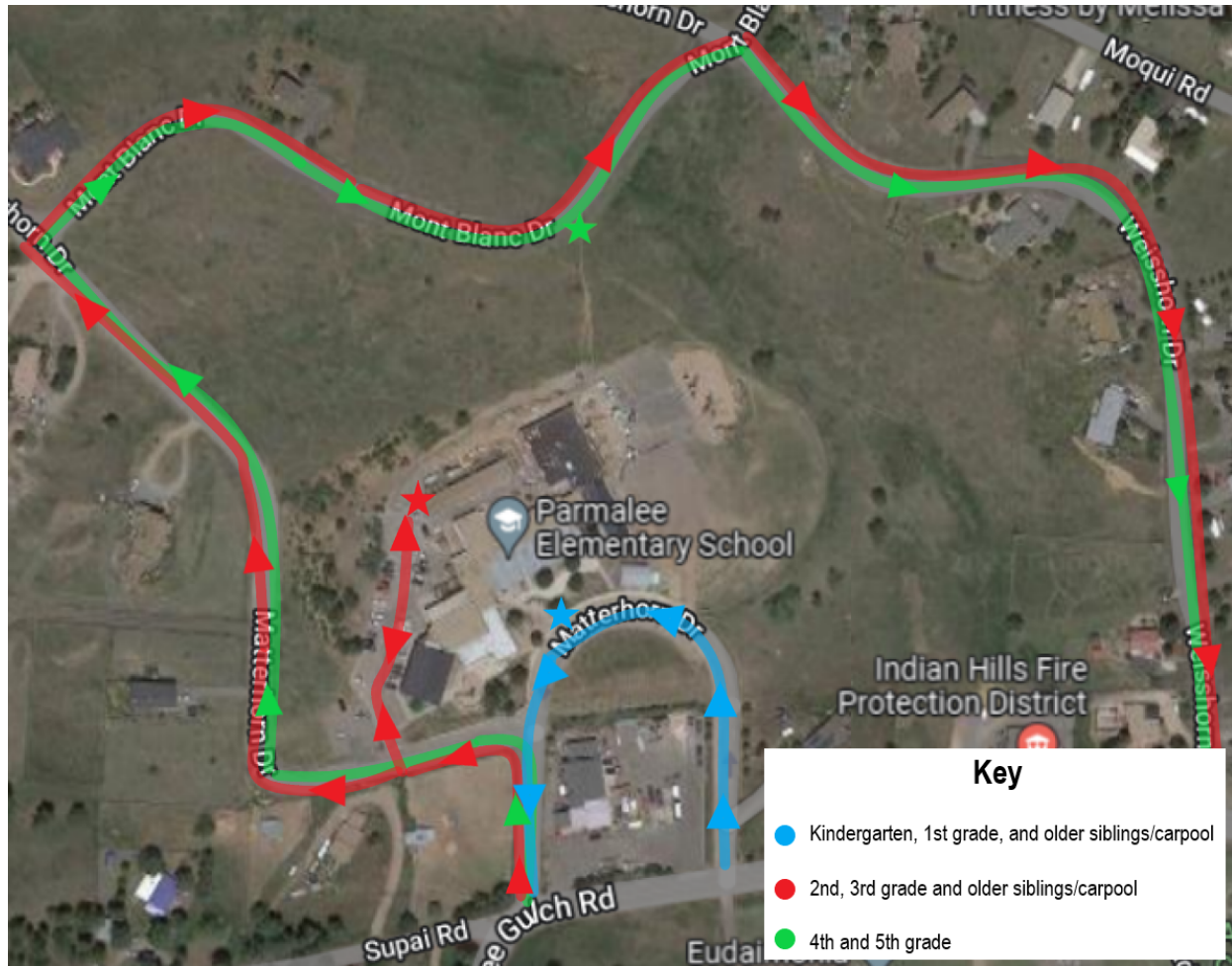
- Students in Lehman, Fiore, Dorsey, Matteucci, Holden, and Reed should meet on the blacktop near the big playground.
- Students in Davis, Quintero, Offerman, London and Area should line up at the exterior door of their teacher's classroom.
- Kindergarten students should line up outside their classroom door.
- We will have signs with teacher names posted outside the classrooms. Staff will also be available to provide directions.
- On the first day of school, parking will be difficult. You may park across the street at Eudaimonia for overflow parking. If you park on school grounds, you may only park in designated parking spots.

**Drop-off (Everyday)**

**CHANGE THIS YEAR:**

In order to try to better accommodate the traffic issues we face, we are asking that parents choose their drop off location based on the grade of their youngest rider.

- **Kindergarten and 1st grade students and any siblings or carpool passengers that ride with these students are dropped off in the front of the school. (Blue route/star on map)**
- **2nd and 3rd grade students and siblings or carpool passengers riding with these students are dropped off in the back lot. (Red route/star on map)**
- **4th and 5th grade are dropped off on the back hill, Mont Blanc. (Green route/star on map)**
- **To be clear, children who ride with multiple students should be dropped off at the location of the youngest rider in the car.**



- Parmalee staff will be outside to provide supervision and traffic control at the front and back parking lot (see below) to help students out of their cars and assist them with finding their classrooms. Morning supervision at the dropoff on Mount Blanc is not provided.
- Children may be dropped off at 8:50. They will be welcomed into their classrooms at that time. The school day begins at 9:00 am. **Do not drop students earlier as there will be no adult supervision prior to this time.**
- Students arriving after 9:00 am, must report to the main office and will be marked tardy. Parents must park and come to the main entry to sign-in their tardy student(s). Tardy students will be marked with an unexcused tardy if their parents do not sign them in.
- Children should exit on the curb side of their vehicle.
- Parents/guardians must remain in their cars when using the hug-and-go lanes for safety purposes and to keep cars and traffic moving.
- Parents should not congregate outside classroom doors or at the front or back of the school.

**Pick-up (Everyday)**  
**CHANGE THIS YEAR:**

- **Please pick up your students at the same location you dropped them off.**
- Students will be released at 3:30.
- It is important that you have communicated with your child and their teacher, which of the three locations you plan to pick up your student. This helps staff make sure your student is ready for you when you arrive.
- Staff will be outside to supervise dismissal and traffic flow.
- Parents who need to secure their child in a car seat should find a place to pull over or park.
- Buses will be parked at the first crosswalk. Do not park in the bus lane. Parents picking up in the front may park along the front of the drive, but **MAY NOT park behind the first crosswalk as you approach the front of the school.** If the front of the school is already full of cars, please wait in the *left* lane, do not block the bus access in the right lane! You will be flagged forward by a staff member once there is room in the pick up line. Please do not jump the line. Make sure to have your [car name placard](#) with your last name displayed on the sun visor of the passenger side.
- Students will only be loaded into cars on the curb side of the vehicle. If families need to move car seats of younger siblings to the left side, please be sure to do this prior to your arrival to school.

#### **Drop-off and Pick-up Locations for Non-Bus Riders**

- **See map above.**
- **Front Loop.** (Kinder and 1st Grade) This one-way road is accessed by taking Noble Lane from Parmalee Gulch Rd, and takes you to the front of the school. Cars will proceed, as traffic allows, to the front sidewalk of the school, where staff will help your student into or out of your car. Children must be school-ready when you reach the curb: shoes on, backpacks full and zipped, lunch boxes and water bottles stashed/attached/ready to grab.
- **Back Loop.** (2nd and 3rd Grades) Located in the parking lot behind the school building, the back loop is accessed by taking Matterhorn Drive off of Parmalee Gulch Rd. Please pull forward as directed by on-duty staff. Only right turns onto Matterhorn Dr. will be allowed when exiting the back parking lot. See map below for complete exit route. Children must be school-ready when you reach the back circle: shoes on, backpacks full and zipped, lunch boxes and water bottles stashed/attached/ready to grab! If you are using this route, *please drive the speed limit* - children are walking and loading into cars on Mt. Blanc! Our neighbors appreciate our families abiding by the speed limit of 20MPH.
- **Back Hill/ Mont Blanc.** (4th and 5th Grades) Cars may park along the road on the hill behind the school's large blacktop/playground. See map for designated parking areas. This is not a "hug and go" location. Parents may park and wait for their student at this location after school. A staff member will typically be present after school at this location to assist with traffic control. Children must be school-ready when you reach the unloading zone: shoes on, backpacks full and zipped, lunch boxes and water bottles stashed/attached/ready to grab!

#### **Buses**

W-44 and W-43 will pick up and drop off at the front of the building. Buses will pull up to the first crosswalk. Parents cannot park in this area or behind it. [Here](#) is a link to the transportation department should you need bus riding information.

## **Parking**

All parents are encouraged to park in designated areas and pay attention to “No Parking Signs” around the Parmalee property. Please note the Jefferson County Sheriff’s office has indicated they will be more strictly enforcing the no parking zones. **Our neighbors appreciate when families abide by the 20 MPH speed limit through the neighborhood.**

## **Kindergarten Instructions**

- If you are not dropping your child in the front carpool line, we suggest you park your car on the west side of the school and walk your Kindergarten student(s) to their classroom’s exterior door. *Please monitor your child’s safety in and around the parking lot.*
  - Mrs. Cantrell’s door is accessed on the front side of the school.
  - Ms. Farrell’s door is accessed from the Kindergarten playground.
- Only students will be allowed in this entrance between 8:50am-9:00am. Adults should not enter the building through the kindergarten entrances. Please come to the main office to check-in if your student is tardy or you need to enter the school.
- Dismissal: Bus riders will be walked to their bus. Car riders will be walked to the front loop pick-up line. You may wait for your student outside of their classroom door if you have parked for pick-up time.

## **General Reminders**

- Student safety is our number one concern. Please make it yours as well.
- The speed limit is 20 mph on our neighborhood roads.
- Please be cautious of any pedestrian traffic including those students who are walking or riding their bikes to and from school.
- Please remain in your cars unless you are parked in a designated parking area.
- During afternoon pick-up, please be sure to place your [Name Placards](#) on the passenger side visor of your car, so we may quickly identify you.
- Remember to be patient and courteous to other drivers, volunteers, and staff; you are modeling behavior for our children.
- Please also follow both posted traffic signs and the directions being given by on-duty staff.
- Be attentive and refrain from using your phone when in the parking lot and/or on the roads around school property.
- Please share this information with anyone who will be picking up your children including friends, grandparents, family, and day care providers.

Thank you for keeping our Parmalee Family safe!

Parmalee Staff