

PARKING

There is designated parking for handicapped, visitors, staff, and administration at the Killingworth Elementary School. Emergency vehicles must have immediate access to all areas of the school complex. For this reason, no parking zones are designated next to the yellow curbs and in areas marked "Fire Lanes". **No vehicles are to be parked in these areas at any time.** Vehicles may be ticketed and towed.

The driveway on the right side of the school is to be used for **buses only** during arrival and dismissal times. If visitor spaces in the front of the school are not available, please park in the back parking lot. Parking is also available on the upper blacktop playground **except between the hours of 11:00 a.m. and 2:00 p.m.** At all times, the safety of our children comes first.

STUDENT DROP-OFF AND PICK-UP PROCEDURE

Drop-off at the beginning of the day (8:30-8:40):

Please drive into the fenced blacktop playground parking area and have the students enter through the door in the back corner of the portable classroom area on the left side of the school. For safety reasons, please have students exit the car on the passenger side of the car only when your car is at the front of the line. If you will be walking your child to his/her classroom (only for the first week of school), please park on the far left of the blacktop area, or in the back parking lot, walk to the front office to sign in and get a visitor pass, and then proceed to the child's classroom. Please also remember to sign out and return the visitor pass.

Drop-off late (after 8:40):

Please have the children enter through the front door and report to the office to get a class Entry Pass to bring to class.

Pick-up at the end of the day:

After parking in the blacktop playground area or back parking lot, please enter the building through the courtyard doorway (access is from the front sidewalk). Proceed to the hallway by the All-Purpose room where you will sign out your child on the designated forms. For safety reasons, please do not take your child until the sign-out process is complete. Students who have notes to be picked up will be sent by their teachers to the All-Purpose room.

Early dismissal:

As stated in Board policy, 5113(a), "It is encouraged that early dismissal should be requested only in emergency or unusual circumstances." Your child will meet you in the main office where he/she will be signed out.