

## BROOKSIDE DROP-OFF PROCEDURES & PARKING LOT SAFETY TIPS

*Please read and discuss with your children. THANK YOU!*



Please help Brookside make morning drop off safe and easy with these helpful and important guidelines:

1. As a general rule, please do not use the parking lot drop-off area for Kindergarten students. Please park and walk students to the K yard. Later in the year some students are ready to be dropped off in the drop-off zone.
2. Have your students' backpacks with them in the car, zipped and ready (please do not keep backpacks in the trunk of the car).
3. Enter the parking lot from the north driveway only—on the right.
4. Only drop off in the designated drop-off curb areas and please always pull your car ALL THE WAY FORWARD. **Do not drop off anywhere else in the lot.** Please wait and pull as far forward as possible!
5. Please have the child open his or her door and exit as quickly as possible. Disable child safety door locks.
6. Students may only exit the vehicle curbside (right side of the car) and drivers should never get out of the car. If you need to help your child, access the trunk, etc., please park on the street.
7. Please wait for the cars in front of you to exit first. Do NOT try to pass slower cars on the left and do not wait to watch your child walk away. Supervisors will make sure that children enter school safely.
8. After dropping off, please move far to the left, and pull as far forward as you can.
9. When exiting the driveway please use TWO lanes – only turn LEFT from the left side of the driveway. Cars turning RIGHT must stay far to the right.
10. For everyone's safety ABSOLUTELY NO CELL PHONE USE in the parking lot. Please disable and put them down before entering the parking lot.
10. The parking lot is only open in the mornings; it is CLOSED after school for pick-up with the exception of WEDNESDAYS.
11. If for any reason you are not able to abide by the above rules, please park along Satinwood in order to help your child out of the car. Please cross with the crossing guard only.
12. Please remember that the parking spaces in the lot are for use by staff only.

*The Brookside PTA is in need of parents to help with the morning drop off supervision. Please contact Tina Wang: [besptapresident@gmail.com](mailto:besptapresident@gmail.com) if you would like to volunteer to help out. You will be partnered with another volunteer and...It is FUN!*

