

Longfellow School: Important Parking Lot Procedures

To ensure the safety of all of our students and adults, it is imperative that individuals who choose to drive onto our school grounds are familiar with these procedures and observe them at all times.

A.M. Drop-Off (8:30-8:55 a.m.)

- Drop off passengers in the front lot only along the cement islands. Students (and parents) must cross the lot at the marked pedestrian crossway only.
- The bus lane (i.e. the lane closest to our building) is designated for buses and day care vehicles. No one else may utilize this lane unless specifically directed to do so by a safety supervisor.
- Do not enter the back lot at any time prior to 3:15 p.m. as this lot is a designated PE/recess area for children.

P.M. Pick-Up (3:30-3:40 p.m.)

To pick up your child, you must go to the north departure area. Here's how - Enter our school parking lot (south entrance drive), and proceed slowly in a single file line around the south and east perimeter of our parking lots. Just past the northeast corner of our school, vehicles will be merged to the left allowing students to enter vehicles along the sidewalk area. In order to be away from moving and merging traffic, students must enter vehicles from the rear driver's side of the car only. As students are picked up, to maintain traffic flow, drivers will need to continually move their vehicles forward along the pick up lane. After children are in their designated vehicles, drivers will proceed forward along the north drive until exiting onto Arlington Heights Road. **This process works and takes only about 10 minutes to complete once the students are exited from school.**

General Procedures

- Drive slowly and carefully at all times (5 mph).
- Observe all stop signs.
- Do not talk on cell phones at any time while on school grounds or in a school zone.
- Be alert for children and other pedestrians.
- Cooperate politely with all safety supervisors.
- Never park or drive through the bus lane.
- In the mornings, if dropping off passengers along the cement islands in the front lot, **BE CERTAIN TO PULL UP TO THE "FARTHEST" END OF THE NORTH ISLAND.** (Do not stop in the middle of the islands, as this will create a backlog of traffic behind you.)
- Never park or leave your car unattended along the cement islands.

If your child is an assigned bus rider, please help enhance traffic flow by having your child ride the bus.