

# Sego Lily Elementary

## DROP-OFF/PICK-UP CONDUCT & PROCEDURES

Dear Parents,

February 3, 2014

Parents, teachers, staff, and Administration have noticed an increase in unsafe practices that must be addressed so our students can be taken to and from school safely and on time. Please take a few minutes to review our school's **Drop-Off/Pick-up Conduct & Procedures**. With everyone working together to implement and maintain these safety practices, we can ensure that safety is everyone's first priority and increase the smooth, quick flow of traffic during pick-up and drop-off times.

1. **Be RESPECTFUL to teachers & volunteers directing traffic in the drop-off/pick-up and pull thru lanes during the drop-off/pick-up times.**
2. **The island in front of the school is a "NO LOADING/UNLOADING ZONE".** This zone extends from the crosswalk at the exit of the west drop-off/pick-up lanes to the crosswalk at the entrance of the east drop-off/pick-up lanes (see map). Please wait until you can pull away from this zone to load/unload your child(ren).
3. **There is NO PARKING in the DROP-OFF/PICK-UP lanes.** This is a drop-off or pick-up lane *only*. If you need to leave your vehicle, even just to help your child(ren) onto the sidewalk, please park in the 15 minute parking zone and use the crosswalks.
4. **Have your child(ren) ready to exit the vehicle when you arrive at the school.** It is hard to keep the flow of traffic running smoothly when parents are signing planners, fixing hair, and children are eating their breakfast in the drop-off lanes. If you need extra time with your child(ren), please park on 900 N in the 15 minute parking zone.
5. **The drop-off/pick-up and drive thru areas are "NO CELL PHONE ZONES".** Please avoid distractions, pay attention, and keep pulling forward to avoid bottlenecks behind you.
6. **DO NOT encourage, ask, or demand that your child(ren) cross 900 N to meet you, unless crossing at a crosswalk.**
7. **Use the appropriate west and east drop-off/pick-up areas.** If you are entering the school from the west side, use the west side drop-off/ pick-up areas. If you are entering the school from the east side, use the east side drop-off /pick-up area.
8. **The east parking lot is NOT a drop-off/pick-up area.**
9. **DO NOT block the crosswalks in the east and west drop-off/pick-up areas.**
10. **Pull all the way forward when you drop-off/pick-up your child(ren) and do not leave any gaps in the line-up.** We understand how convenient it is to drop-off/pick-up near the island of the school, but it makes it very difficult for others behind you to be added to the queue, which causes severe congestion.
11. **Your child(ren) must exit on the sidewalk side of the vehicle.** It is not safe for them to exit into the thru lanes.
12. **DO NOT make U-turns on 900 N as you arrive or leave the school zone.** This is a safety hazard for thru traffic and pedestrians and causes traffic congestion.
13. **DO NOT back up in the pick-up/drop-off lanes.** It's illegal in Utah to back up on a roadway designed to be a through street, like the drop-off/pick-up lanes.

**EARN A FREE SPIRIT STICK!** Your child(ren) can earn a **FREE** Spirit Stick of their choice when they return the signed portion of this form to our office.

**I have watched the "Drop-off/Pick-up" Training Video** (viewable at [segolily.alpineschools.org](http://segolily.alpineschools.org)).

**I have read and agree to comply with Sego Lily's "Drop-off/Pick-up Conduct & Procedures".**

Parent/Guardian Signature: \_\_\_\_\_