Dear Alcott Families:

Due to the number of children enrolled Alcott has staggered start and finish times to ease congestion in our parking lot. Once your child has been dropped off or picked up, we request that you not linger in your cars.

A few friendly reminders:
- Always hold your child's hand.
- Stay alert to children in the parking lot.
- Drive slowly and watch for children. They can be hard to see especially when you are in a larger car.
- As a matter of safety and fire laws, you must park your car in a legal, defined parking space. You may park in the spaces in the middle 2 lanes and alongside the school building. **Please do not park in the fire lane and do not leave your car standing near the stop sign or behind parked cars.**
- When driving into the parking lot, please make a full stop at the stop sign. Turn right and proceed around the middle parking spaces until you find a space.
- When exiting the parking lot, please continue around the middle spaces and proceed to the front driveway.
- Do not exit by the back driveway as this is where the buses drop off and pick up the children.
- Do not pass buses with flashing lights.
- Never leave your child unattended in the car. You may contact the office for assistance if needed.
- Do not leave your car running.

Thank you for your kind attention to keeping our children safe and secure. Please let us know if you have any questions.

Refer to map on next page.

Warmest regards,
Pamela Serra
Site Director