

## KOLLING ELEMENTARY SCHOOL

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**Cassandra Cruz**

*Principal*

Dear Kolling Parents,

Kolling's procedures for student arrival and dismissal were developed with district administration and transportation personnel as well as members from the Indiana Department of Education's Transportation Department. Together, we reviewed Kolling's arrival and dismissal procedures and developed a plan that reduced pedestrian activity during these high vehicular traffic times and provided more safety for our students and all other members of our school community.

The accompanying map details the traffic patterns for student drop-off/pick-up as well as the entrance and exit procedures. Please carefully read through the directions below and refer to the map to assure you are prepared to follow these new procedures. Important things to remember include:

- All parents are required to use curbside drop-off/pick-up procedures. There will be no parking and walking unless you have arranged for other business in the building, or there is a reasonable explanation that your child is not arriving/leaving school during normal hours.
- All parent drop-off/pick-up vehicles must enter the parking lot using Kolling Road. DO NOT enter through US 41.
- When exiting our parking lot, you may choose to exit using US41 or Kolling Rd.

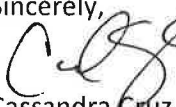
### Car Riders

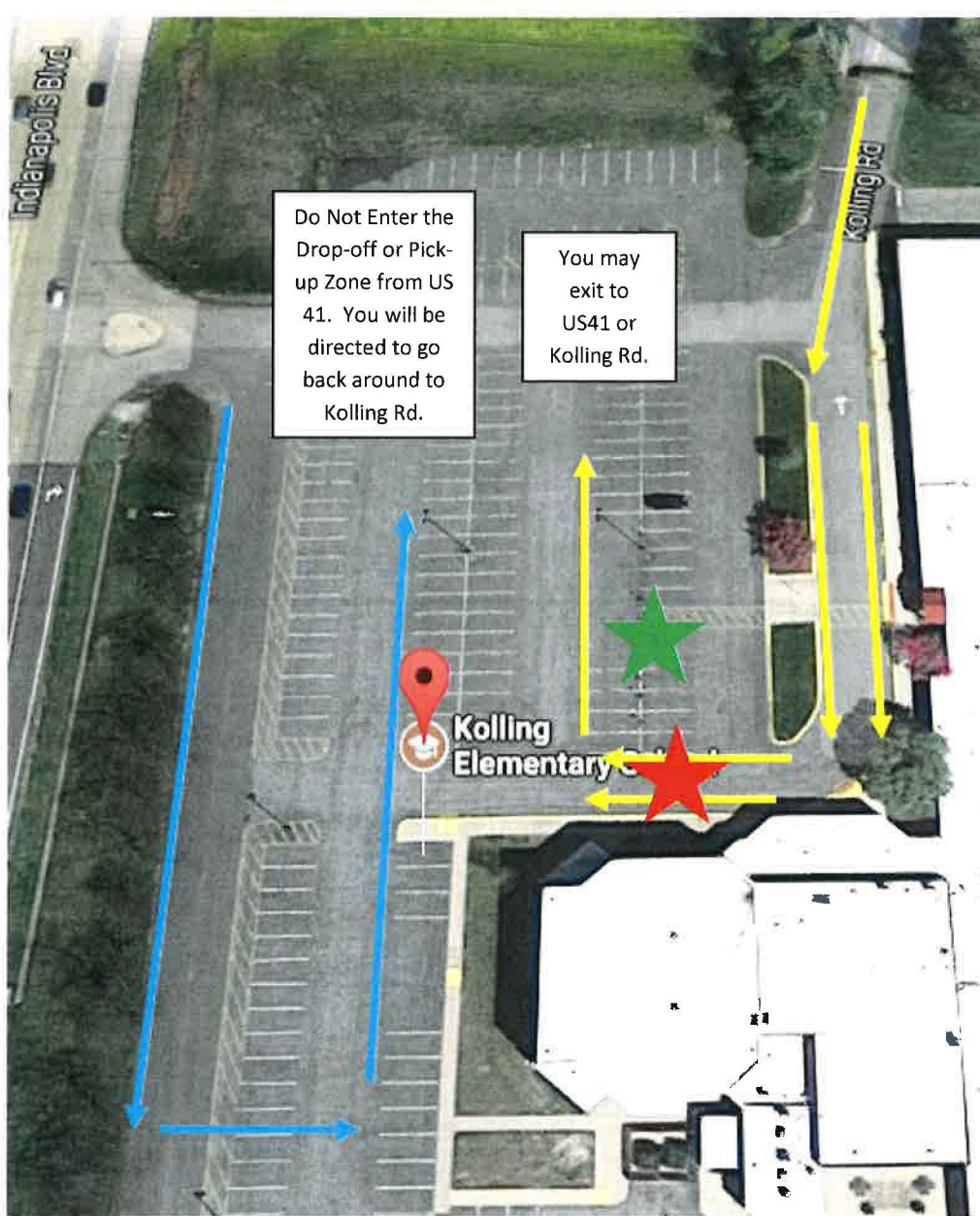
All car riders will enter through the Kolling access road (NOT US 41). Cars are not permitted to park and walk students to the building. It is most convenient if your child exits from the driver's side and your child must be ready to exit the vehicle when you enter the drop-off zone. Once you enter the drop-off/pick-up zone, you must put your vehicle in park for safety reasons, and cell phone use is not permitted. If you arrive late, you must park and accompany your child into the office. Parents must put a sign in the window or hold it out the vehicle indicating your child(ren)'s name(s) and teacher(s) so that staff may see what child(ren) to load during pick-up. You may use the sign provided or create your own as long as the writing is large enough and dark enough for staff to read. During arrival, staff will direct students in the drop-off zone to exit vehicles beginning at 7:50 AM. They will begin loading vehicles for student dismissal beginning at 2:35 PM.


### Bus Riders


Buses will park in front of the gym as indicated on the map. The last parking lane and the bus barn access lane will be restricted to bus traffic only during arrival (7:30 – 8:30 AM) and dismissal (2:15 – 3:15 PM).


We understand that this may take some getting used to for new families. We ask you to have patience and especially not to cause more disruption to the process during arrival and dismissal by voicing your concerns to staff that are only helping to manage our process. We feel we have developed a plan that is in the best interest of safety for our students, staff, and building guests. If you have any questions, please feel free to contact me.


Sincerely,  
  
Cassandra Cruz  
Principal



 Blue arrows are for bus traffic. Cars are not permitted in these lanes or areas during student arrival or dismissal.

 Yellow arrows are for parent pick-up/drop-off traffic. You must enter through Kolling Road. Parents entering from the US41 entrance will be directed to go back out and come the designated way. You may exit to US 41 or Kolling Rd.

 RED star is the new drop-off/pick-up zone. Follow the directions of staff members that are in this area. Do not pull out of this zone until directed. Though your children are safe, there may still be children in the zone behind you. If you move, so will all the other cars.

 Green star is the 15 minute parking spots where parents may be asked to park if their child is not at parent pick-up waiting with other students. This is to prevent back-up. A staff member will walk your child to your car if you are asked to park in a 15 minute spot.

# Kolling Elementary School Car Sign for Parent Pick-Up



**Child**

**Teacher**