

Dear Parents,

Please review the following morning drop-off and afternoon pick-up procedures. To insure the safety of the children during these very busy times, they will be strictly enforced.

1. When entering from Hawthorne Blvd., please use the driveway at the rear of the school and proceed around the building to the designated drop-off area in front of the playground. When entering from Palos Verdes Dr. West, please use the southernmost driveway (next to Admiral Risty and proceed east to the drop-off line where a staff member will be directing the flow of traffic.
2. There will be 4 car positions with a staff member posted at each location for loading and unloading. **There is no parking at any time in the drop-off area or in front of the school entrance.** Please make sure your child has his/her belongings together for morning drop-off so as not to hold up the line of cars behind you. The children will be organized and ready to be escorted into the cars during afternoon pick-up. Be sure your car seat is free from clutter so there is no delay in the process. **Please remain in your car at all times while the staff members assist the children.**
3. **ALWAYS! Hold your child's hand in the parking lot.** As a parent, be aware of moving cars. As a driver, be aware of people walking. If you have signed out your child and are waiting for an older sibling, please **do not allow the younger child to play unattended during that time.**
4. Do not stop to chat with any of the parking monitors. This not only causes a delay in the flow of traffic, it distracts the staff from tending to the children's safety. Pick-up times are listed below:
 - Preprimary: 3:00 – 3:15 p.m.
 - Transition: 3:15 - 3:30 p.m.
 - Elementary: 3:30 – 3:45 p.m.
5. If you are sending someone for the first time to pick up your child, please instruct them to park their car and pick up the child from his/her classroom so that proper identification may be given.

Please! Be respectful... be responsible... be safe! Thank you!