

December 18, 2019

Dear OLSS Families,

As soon as children enter the school grounds, their safety is our priority. We would like to clarify our morning drop-off and afternoon pick-up procedures to ensure the safety of our students. Please review this information carefully and follow all of OLSS's safety procedures.

MORNING DROP-OFF PROCEDURES:

- 1) All vehicles dropping off children must enter the parking lot from the Alexander Street entrance, and enter the drop-off line next to the sidewalk. Parents may NOT drop off children from any other location in the parking lot.
- 2) All vehicles dropping off children must stay in a single-file lane. **DO NOT PASS VEHICLES IN THE DROP-OFF LINE.**
- 3) The first vehicle in the drop-off line should pull up to the "OLSS Drop-Off" sign at the first tree, in order to leave room for other vehicles to queue behind it.
- 4) Children should exit your vehicle from the right side to avoid crossing the car line.
- 5) Children may not exit vehicles in the drop-off lane unless the vehicle is parked next to the flagpole, or forward of it. If your car is stopped in the line behind this point, please wait for the line to pull up before your children exit your vehicle.
- 6) **If you would like to park and walk your children into the building, please park on the far side of the median of the parking lot,** and do not cross through the car line.
- 7) Pre-K parents: Please park on the far side of the median of the parking lot, and walk your child to the Pre-K building.
- 8) Exit the parking lot through the exit by the Parish Church; **do not exit through the entry onto Alexander Street.**

AFTERNOON PICK-UP PROCEDURES:

- 1) Enter the parking lot through the entrance next to the Parish Church, and park in one of the two lines, with your car rider sign clearly visible on your dashboard or window.
- 2) Safety Patrol members will load students in to cars as per staff instructions.
- 3) When the car line is cleared to move, cars in the left lane turn left onto Alexander Street; cars in the right lane turn right and drive down Calvert Street to exit.
- 4) Effective January 6, 2020, Pre-K students will be picked up in the afternoon car line. The Pre-K teacher will have the required sign-out sheet for parents/guardians to sign their child out.
- 5) Students may not be dismissed from the school building between 2:45-3:00pm. **If you need to pick up your child early, you must do so before 2:45pm.**

PARENT PARKING:

- 1) Parents who are visiting or volunteering at the school should park in the school parking lot, or in the parking spaces along the waterfront. **DO NOT PARK IN THE STAFF PARKING LOT.**

Please contact the School Office if you have any questions.

Thank you,

Mrs. Jennifer Thompson
Interim Principal