

February 14, 2018

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 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 do so in 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 pull up behind it.
- 4) Children should exit your vehicle from the right side.
- 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, away from the drop-off line.** Please use caution when walking through the drop-off 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.

Please contact the School Office if you have any questions.

Thank you,

OLSS School Office