

Dear Villa Park Elementary Parents,

Welcome Back to School. This letter pertains to the drop-off and dismissal procedures. **For safety reasons it is essential for teachers to walk all primary students to the front of the school for pickup and upper grade students walk to the back parking area.**

Below are the procedures for dismissal to ensure everyone's safety. Thank you in advance for helping us with our parking lot procedures.

HINTS FOR PARENTS:

- **If you have both an upper and primary student pick up both students at 2:20. Students will be supervised.**
- **Morning drop off – bring students at 7:40 – 7:45 – parking area is not congested at this time.**
- **The parking areas are not congested in the morning before 7:50 am and after school after 2:25 pm.**

PARKING SAFETY – “VPE PROCEDURES”

FRONT PARKING AREA (CENTER DR.) – GRADES K – 3 STUDENTS AND UPPER GRADE STUDENTS WITH PRIMARY SIBLINGS ONLY

Drop-off and Pick-up: Dismissal – Teachers will walk their students to the front of the school

- Enter the front parking lot and pull forward to the indicated sign in the loading/unloading zone to allow cars to enter behind you. This allows more cars into the lot and decreases dangerous congestion in the street. As the cars in front of you advance, please pull forward.
- You may stop and **STAY IN YOUR CAR** in the drop-off/loading/unloading zone only.
- You may **not park or stop** in the “drive-thru” lane. Students are not to be dropped or picked up in the “drive-thru” lane. Students will **not** be allowed to cross traffic to enter your car.
- **After school** students will assemble according to grade level along the fence in the front of the school. We will assist your child getting in and out of the car. Please **DO NOT signal** your child to run between cars to meet you or enter the car on driver's side.
- **Kindergarten Parents** - Please do not stop in front of the Kindergarten building. This backs the entire line of cars up along Center Dr. Kinder students will be escorted to the cars for safety.

BACK PARKING AREA (LINCOLN ST.) – GRADES 4 – 6 STUDENTS ONLY

Drop-off and Pick-up: Dismissal – Teachers will monitor students as they exit to back parking area

- Students will exit through back gates and walk along designated walkway in back parking lot for safety purposes.
- Please pull all the way around the “horseshoe” parking area as far as possible before stopping to allow cars to enter behind you. This allows more cars into the lot and decreases dangerous congestion in the street.
- Students will wait in walkway area to be picked up. They will not be permitted to walk through parking area to exit or enter your car.
- Upper grades students who have primary siblings will walk to the front of the school to meet their sibling.
- Upper grade students walking or riding their bikes north on Center Dr. (heading towards Villa Park Rd.) please exit the front gates.
- Upper grade students walking or riding their bikes south on Center Dr. (heading towards Fernando exit the gate near the MPR.

NAME CARDS -Please make sure you have your NAME CARD visible for pick up. Students will be called to the loading area when we see your NAME CARD. If you have more than one child, just choose one of the name cards to use. EX:

GENERAL SAFETY GUIDELINES FOR PARKING AREAS

- Students who walk or ride bikes must follow the walkway to exit the school.
- Bus unloading and loading zone is in front of the Lincoln gate driveway.
- Students who ride the bus will exit the Lincoln gate.
- Teachers are on duty to assist the traffic flow and see that students get safely to their cars. Please follow their directions. If you are instructed to move or park in another location, please understand that it is only to effectively manage the traffic and promote the safety of our students.
- Do not park and leave your car along the streets bordering the school during drop-off and pick-up.
- **Please move forward along the curb on Center Dr. next to the kindergarten playground to enter into the front pickup area.**
- Parking and leaving your car is permitted ONLY in designated parking spaces.
- Instructions, good-byes, and after school play arrangements should be taken care of outside of school, not at the curb.
- Pedestrians must use crosswalks.
- Parents and students please wait for staff member to assist you in using the crosswalks.
- If you walk up to pick your child up please exit via the gate near the MPR to avoid walking in traffic.