

Parkside Elementary School Procedural Information for Parents

We would like to welcome everyone who is new to Parkside Elementary and welcome back everyone else to a new school year. We would like to review some very important safety procedures with you- **safety is a top priority at Parkside.**

Traffic Pattern:

- The School Board's Risk Management and Safety Department and the City of Coral Springs developed the traffic patterns at Parkside to ensure the optimum safety of our students.
- **THE DRIVEWAY ON NW 29 STREET IS FOR BUSES ONLY.** The parking lot in that area is **STAFF PARKING**. This is the back of the school. Please do not drop off your children in the **BUS ONLY** area. Cars are not allowed in this area.
- **THE DRIVEWAY OFF NW 101 LANE IS FOR CAR RIDERS.** This is the front of the school. You must enter through the north entrance in the right lane only and exit through the south entrance. This is one-way traffic.
- All parents should remember to remain in their cars, stay in a single lane and **PULL FORWARD AS FAR AS POSSIBLE BEFORE STOPPING.**
- **UNLOAD WHEN THE CAR LINE STOPS.** With your cooperation, several cars at one time could unload / load lessening the wait time overall for all our car riders.
- **BE PREPARED TO EXIT CAR QUICKLY.** When you are dropping your child off in the morning, please have all personal belongings ready so your children exit the car as quickly as possible.
- **CAR POOLS WOULD BE HELPFUL.** Think about car pools to help alleviate traffic concerns.
- **STUDENTS MUST BE DROPPED OFF AND PICKED UP AT THE CURB ONLY.** Do not let your children cross through traffic to the parking lot.
- **YOU MUST NOT WALK YOUR CHILDREN UP AND DOWN THE MIDDLE OF OUR CAR RIDERS TRAFFIC LANE- THIS IS A VERY DANGEROUS SITUATION!**

Morning Drop-off

- Supervision begins at Parkside at 7:30 a.m. For your child's safety, please do not allow your children to be on campus before 7:30 a.m. If you need supervision before that time, for a nominal fee we have a Before School Care Program starting at 7:00 a.m.
- Bus riders, walkers and bike riders enter the school in the back (29th Street) and go upstairs if that is where their classroom is located. Kindergartners, first graders, and second graders whose classrooms are on the first floor will go to the cafeteria and sit at designated tables until their teacher arrives at 7:55 to escort them to their room.
- If your child is a car rider, please pull up to the curb at the front of the school as indicated above (off NW 100 Lane), and allow your child to enter the school through the front doors and go upstairs or to the cafeteria.
- Parents may escort their young children to the cafeteria doors at the beginning of the year. After the first week of school, parents will be requested to allow their children to enter the school by themselves.
- Students in grades 2-5 housed on the second floor will proceed to outside of their classroom area where they will sit outside in the hallway and be supervised until the first bell at 7:55 a.m.
- Breakfast will be served between 7:30 and 7:50 a.m. If you wish your child to eat breakfast at school, he / she must be here by 7:50.

- If students arrive after 7:55 a.m. they may go directly to their classroom.
- If students arrive after 8:00 a.m., they must come to the Administrative Office for a late pass. Again, parents *may not* walk their children to the classrooms.
- All outside doors, except the front entrance, will be secured at 8:00 a.m.

Lunch Procedures

- Parents are urged to prepay for their children's lunch by check (made out to Parkside Elementary) or cash. One "charged" lunch will be allowed, but after that if children do not have lunch money they will receive a carton of milk and a plain sandwich.
- Parents may only have lunch in the cafeteria with their children during School Lunch Week. You will be notified in advance of those dates.

Afternoon Dismissal

- If your child's regular dismissal procedure is altered in any way, please send a note to your child's teacher. We cannot guarantee that e-mail to a teacher will be checked prior to dismissal or that phone messages will be delivered in time if a call is made to the office.
- If your child attends an After Care program off campus, parents must call that program if the child will not be attending.
- Parents who are coming to pick up their children at dismissal must wait outside the building until the children exit the building.
- If a parent needs to sign out a student for an early dismissal, they must come to the office and sign the student out. The office staff will call the classroom and have the student meet the parent in the office. Children cannot be released for early dismissal after 1:30 p.m.
- Older students who are meeting younger brothers and sisters should meet them outside at their designated pick-up area. They will not be allowed to go to other classrooms.
- On very rainy days we will dismiss the children from indoors. Please be especially patient on these days. Please discuss alternative dismissal plans with your children in advance. The office cannot handle last minute rainy day dismissal plans. Discuss the plan with your child in advance. (A poncho in a backpack is always a good idea!)

We have given much thought and planning to our arrival, supervision, and dismissal procedures in order to be consistent and ensure the safety of all our students. With this in mind, we sincerely thank you for your cooperation and assistance.