

New “Pick up” procedure for Stillwater Students in the afternoon only

Dear Stillwater families,

Last year, we studied our school’s “pick up” process and procedures to address safety concerns. After review, our team put together a revised plan with greater adult supervision and increased communication with families via Constant Contact, our school website, and hand-held signs. While this addressed some of our safety concerns, we noticed a continued “*bottle neck*” that caused extreme traffic buildup outside our school’s entrance. Parents were essentially stuck in this “*bottle neck*” until school was out and students were released. We determined that a big part of this problem was the existence of a second pick up loop for 3rd and 5th grade students in the middle of the parking lot. Once that loop was full of cars, traffic built up and parents could no longer enter and park. To complicate things further, this line of traffic often blocked parked cars from exiting.

We are going to try something different this year. **For afternoon pick-up only**, the buses will load students in the back of the school. We will utilize the morning “bus loop” just to the right of the entrance for “Parent Pick-up” for 2nd through 5th grade students. There will no longer be a pick-up loop in the middle of our parking lot. The removal of that loop provided 19 more spaces for parking. When the buses are loaded and ready to depart, we will hold traffic in the loop and allow the buses to leave in a group.

Kindergarten and 1st grade students will continue to pick-up in the loop in the front of the school. Parents who do not want to go through the loop will have the option of utilizing our new “**Park & Pick Up**” procedure by parking and walking over to the designated grassy area to pick up their child. (**See the map below**) Students will not be released to walk through the parking lot to their parent(s) or guardian(s) vehicle. We put in new cross walk areas for parents to use when they exit their vehicles and walk to the “Park & Pick-up” locations.

When any of the loops are full of cars, families will be directed to park their vehicle to pick up their child. By utilizing the new 2nd through 5th grade Parent Pick Up loop, we hope to avoid any “*bottle necks*” and forced “Park & Pick Up” scenarios.

If this doesn’t work out as well as expected, we will go back to the drawing board and try again. This was a lot of information to share. Please look at the diagram below and review the “Key Points” section where we list guidelines and suggestions for our new afternoon Pick up procedures.

Key Points

- This process is for the **afternoon pick up only**. We will continue with our established process in the morning. This means no cars in the bus loop in the morning.
- Kindergarten and 1st grade students can be picked up in the loop directly in front of the school.
- 2nd grade through 5th grade students can be picked up in the bus loop to the right of the main entrance.
- Families with a kindergarten or 1st grade student **and** an older child may utilize the K/1 loop.
- Afternoon buses will load students in the back of the building to dismissal.
- We **encourage** parents to utilize our increased parking for our new “**Park & Pick up**” procedure.
- If either loop is **full**, parents will be directed to “**Park & Pick up**” their child.

