

Forest Lake Elementary Technology Magnet School
Transportation of Students
Revised 5/11

The purpose of this handout is to familiarize you with the procedures to ensure the safety and efficiency of arrival and dismissal policies. As you make plans for the school year, please note the times of arrival and dismissal to include wait time.

Car Riders

Approximately 400 of our students arrive at and depart from school by automobile. Safety is our number one priority. If your child travels by car, it is most important that you honor the request of the school and follow procedures. When parents follow these procedures, we have found that traffic flows properly and we are able to maintain the safest environment for children. These steps are intended to create a standard of predictable traffic patterns designed to decrease the likelihood of children becoming injured. These rules, while increasing the number of cars in carpool on Brookfield Road, are intended to decrease the time drivers actually spend in line and remove the gridlock with cars turning across lines of traffic.

Morning Guidelines:

- Morning drop off begins at 7:30 am. Do not drop off students before 7:30, as there is no supervision before that time. The staff will supervise drop off from 7:30 am until 8:00 am. Homeroom begins at 8:00 am. Students are tardy after 8:10.
- Please refrain from parking and walking your child to and from the building. Forest Lake has been advised that this procedure will cause traffic delays and additional safety hazards for our parents and students. Parking places are extremely limited. The exceptions: Parents of Preschoolers, Kindergarten, and 1st grade students - Parents of these younger children will have the opportunity to walk their children in the first two days of school.
- If a parent has a conference with a teacher, needs to leave medication in the health room, or is volunteering, etc. and must walk in with a child in the morning, the parent and child will enter the front door together.

Afternoon Guidelines:

- No Richland Two student can be signed out after 2:15 pm. The office begins preparations for dismissal during this time period.
- Afternoon pickup will begin at 2:45 pm. (The school is required to keep a record of students who are signed out early, just as a record is kept of tardies and absences.)
- Afternoon pickup ends at 3:00 pm.
- Please name your carpool. Place a sign in your window with your child's name or the carpool name.
- Vehicles for car riders should get in the southbound traffic along Brookfield Road. A map of the area is provided as part of this handout.
- All car riders should wait until the vehicle is in the drop zone before entering or exiting the vehicles.
- Vehicles in the traffic circle should stay against the outside curb and advance in order. Do not pass unless directed to do so by a Forest Lake staff member.
- Students should enter and exit the side door on Brookfield Road.
- Staff is required to supervise, not open car doors. Children are to exit and enter cars at the appropriate times.

General Guidelines:

- NO students are to be dropped off or picked up from alternate locations. Please be advised that side streets and Forest Lake Park are not drop off points for our students.
- All traffic should flow to the Right only - No left turn
- No walk-ins should park in the traffic circle during arrival and dismissal.
- Should a parent need to park, use the spaces along the fence. If a parking space is not available, please circle the block. Do not linger in the roadway. A few minutes away from the area allows space to become available more quickly. Parking is limited.
- All Richland School District Two schools use the Lobby Guard system which requires parents/visitors to provide their driver's licenses when entering the building. All parents/visitors are required to use the main front door to enter and exit the building.

Walkers:

- The gate on Brookfield Road is to be used by walkers only. Walkers enter and exit the school from that gate. All workers are dismissed at 3:00 pm together. They have been instructed to walk safely home and to cross the street with the assistance of the crossing guard. The "Walkers" badge displayed on the book bag can easily identify walkers. Students with addresses listed within a block or two of the school can be classified as walkers. If you would like your child to walk home, notify your child's teacher in writing along with your home address. Discuss with your child the correct route they should walk home and safety guidelines. Please follow school policies. This sets a positive example for your child, and makes transportation safe for all of our students.

- ### Bus:
- If your child travels by bus, you will be given the bus number, etc. at the time of registration. Specific bus rules and procedures can be found in the student handbook section of the assignment book and on our website.

Forest Lake Elementary Technology Magnet Transportation Map

