



ZARK WEST ELEMENTARY

Student Dedicated Every Day, Student Driven In Every Way

Sharon Underwood, Principal

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Dear West Parents,

Pick-up and drop-off procedures will be very similar to last year. Both front parking lots are for parent/visitor use. The back parking lot will be used for Tiger Care drop-off and pick-up. Tiger Care parents will use the back doors entering into the cafeteria (see provided map). The door enters/exits directly into the back of the cafeteria.

Cross walks are available on the front parking lot and have green pedestrian signs (see map). **Please use the crosswalks at all times.** We want to ensure safety for all pedestrians as traffic is constantly moving.

TRANSPORTATION PROCEDURES

Communicate directly to your teacher about your child's plan for transportation. **Changes in transportation need to be communicated through a hand-written note sent in your child's red folder at the beginning of the day.** The office is very busy, especially in the afternoon, and we want to make sure all students get home safely with minimal miscommunications. Please try to stick to the plan you have worked out with your classroom teacher. **We will not make any changes to pick-ups after 2:30 p.m. unless it is an absolute emergency.**

West buses will unload in the morning at 8:25 to allow time for breakfast.

Please do not leave cars unattended in the drop-off or pick-up lane during drop-off and pick-up times (AM 8:15-9:00 // PM 3:15-4:00; Friday – 2:15-3:00)

Afternoon Pick-Up Line (Car Riders)

When picking up students for dismissal, use East parking lot (Hwy CC) if your student is in grades 3-5. Use the West parking lot (Fremont Rd) if your student is in grades K-2 (see map). We will place siblings together (oldest will sit with the youngest on their assigned side).

In the afternoon, if you are parking and walking over to pick up a K – 5th grade student from the parent pick-up line, please use the West parking lot (see "Flagpole

Parking" on map) and wait at the flagpole. Notify crossing guard as to which student you are picking-up.

Morning Drop-off Procedures (K-5)

Please drop off your student on the west parking lot (parking lot closest to Fremont Rd). There will be staff on duty to unload your students. Unless inclement weather, pull forward to designated areas before dropping off students. This will help to further ensure safety and flow of traffic.

Back Parking Lot (North Parking Lot)

For security purposes, the back door of West Elementary will be designated **only** for Tiger Care use and staff parking. No additional cars will be allowed to enter or park in the parking lot.

Attendance Notes:

We take instructional time very seriously. We all want your children to receive the best education possible so we make every effort to utilize every minute of our day from start (8:45) to finish (3:40; 2:40-Fri). **Please try your best to keep your students in school.** *As much as possible, plan ahead for doctor/dentist appointments, vacations, and additional student appointments.*

Thank you so much for helping us to keep your child safe and involved in all the academic opportunities available to them.

Looking forward to a great year!

Sharon Underwood – Principal
Jared Lotz – Assistant Principal

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TRANSPORTATION MAP

