

Date: August 2021-22
To: Lotspeich Parents
From: Susan Miller
Re: Drop-off / Pick-up Traffic Guidelines 2021-22

PLEASE READ CAREFULLY AS DROP-OFF AND PICK-UP INSTRUCTIONS DIFFER.

When driving in the vicinity of the school, please turn off cell phones and maintain a speed of 10 mph or less for the protection of our children.

DROP OFF

GRADES 1-5 - Lotspeich Building

Drop-Off Times:

Students may arrive at school beginning at 7:30 AM; there is no supervision available before then.

7:30 - 8:00 AM	Students will enter the door to the left of the main doors (marked with signage “Early Morning Care”) and go directly to the Lotspeich Encore Room (Room 104)
8:00 - 8:30 AM	Students will enter the building through the main entrance and proceed directly to their classroom.
8:30 AM	School begins; should a student arrive after 8:30 AM, they should proceed to the office where Ms. Kitty will give them a pass to enter their classroom.

Traffic Patterns:

There are 4 lanes of traffic that circle the main parking lot (which has been transformed into the Middle School Complex for the 2021-2022 school year).

- **Lane 1** is used for “drop off”
- **Lanes 2 & 3** is a drive thru lane only for cars and buses; if in Lane 2, you may pull up past the crosswalk in front of Lotspeich and next to the sidewalk by Briggs before letting children out of cars.
- **Lane 4** is a FIRE LANE; *do not* park in this lane.

Parking is very limited this year due to the Middle School classrooms located in Parking Lot A

PK2, PK and KDG - Nellie L. Taft Early Childhood Center (ECC)

Drop-Off Times:

Students may arrive at school beginning at 7:30 AM

7:30 - 8:00 AM	Students will go directly to Early Care located in the Muscle Room for early morning care; ring the doorbell at the main entrance and you will be buzzed in.
8:00 - 8:30 AM	Students will enter the building through the main entrance and proceed directly to their classroom.
8:30 AM	School begins; should a student arrive after 8:30 AM, please ring the doorbell.

Traffic Patterns:

Because parking is limited this year due to campus construction, please park along the sidewalk if you choose to walk your child into the building.

(OVER)

PICK-UP
GRADES 1-5 - Lotspeich Building

3:00 PM All students in Grades 1-5 dismiss

Locations:

Middle School Steps - students will be escorted by an adult

- Students with **Middle School siblings**
- Students riding the **Mason Bus, Seven Hills Shuttle to Doherty, Trusted Rides**

Red Barn - students without Middle School siblings will be picked up at the Red Barn.

- Parents can use **Lanes 1, 2, & 3** to pull towards the Red Barn,
- Stop at the **white line** until called forward by an adult on dismissal duty; make sure your last name is prominently displayed so your family can be called for dismissal (Signs can be picked up during Student Orientation).
- Pull up to the **designated pick up spot** (#1, 2, or 3) and wait for your child to be escorted to your car; after your child is safely buckled, you may exit onto Red Bank Road.
- **Lane 4**, the Fire Lane (closest to the parking lot), remains an open lane. *Do not park or wait in that line at any time.*

General Guidelines:

- If a child requires an early pick-up, arrive **no later than 2:30 PM**. Email kitty.fischer@7hills.org or send a note to the office in the morning. When you arrive in front of the Lotspeich building, call the office and we will bring your child out to you. *Waiting in the building at the end of outside classrooms is distracting to students and teachers.*

PK-2, PK, KDG - Nellie L. Taft Early Childhood Center (ECC)

Pick-Up times:

- 11:30 AM PK
- 1:00 PM PK
- 3:00 PM PK and KDG

General Information:

** If your KDG child rides the Mason Bus, The 7 Hills Shuttle to Doherty, has contracted to ride with “Trusted Rides” or has a sibling in Middle School, he/she may participate in Early Bus Pick-up at 2:55 PM. They will be escorted from the ECC to the Lotspeich Building where they will connect with the group for Early Bus Pick-up and then be escorted to the Middle School steps. Please make sure to note this on your **Pick Up Information Form** (posted in the Lotspeich August Mailing section of Stinger Central) and **return it to the Lotspeich Office**, preferably by Orientation on **August 23rd** in time for the first day of school.

The convergence of three divisions with transportation needs is manageable but requires patience from all of us. Awareness of crosswalks and pedestrians in general is essential at these busy times of the day. Please reduce any distractions, i.e. cell phones, that may divert your attention. With our close and cooperative community, our combined efforts will provide a safe opening and closing to the day for our children. Thank you.

