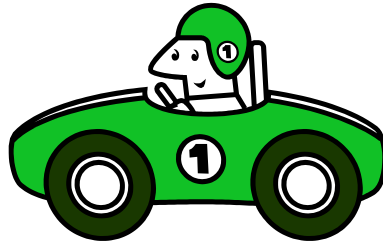


Vinton Elementary

“Pick-Up” Procedures

1. You must enter rear external entrance to the gym, unless your child is being dismissed before 3:05
2. You must sign out your child on sign out sheet
3. If you wish to speak to your child’s teacher before you leave you may do so, but not before 3:15
4. You must have a pass issued to you by the teacher(s) on duty if you want to visit another location in our school
5. Return any issued passes to the teacher(s) on duty or to the main office

THESE PROCEDURES ARE IN PLACE FOR THE SAFETY OF OUR STUDENTS!!!!

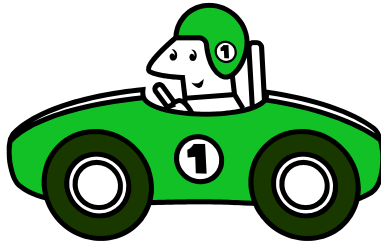


Vinton Elementary

“Drop off” Procedures

1. Students must be “dropped off” at rear entrance of gym unless they are tardy arriving after 8:20am
2. You may park in Parking Lot #3 which is located at the rear of the building
3. You must have a pass issued by the teacher(s) on duty if you want to visit another location in the school
4. If you would like to speak with your child’s teacher this must occur before 8:20 or after 3:15
5. Return any issued passes to the teacher(s) on duty or to the main office

THESE PROCEDURES ARE IN PLACE FOR THE SAFETY OF OUR STUDENTS!!!!



Dear Parents/Guardians,

The safety of your child(ren) is our #1 priority and as a result I would like to inform you of our parking procedures. These procedures are not in place to inconvenience you in any way, but to ensure that “our” students are safe at all times!

1. If you are dropping a student off before 8:20am, you must do so at the rear of the building. Students are required to enter through the gym. If you need to enter the building as well, you may park in the rear parking area, Lot #3 and obtain a building pass from the teacher(s) on duty in the gym.
2. If your student is tardy arriving after 8:20am please use the main entrance and park in Lot #1 located at the main entrance on the other side of the grassy area.
3. Vehicles should never park in the curb lane/bus lane. This must remain clear for busses and emergency vehicles.
4. Handicapped spaces are available in Lot #2 if you require use of such. Remember it is against the law to use these spaces unless you have a permit issued by the state.
5. Student “pick-up” must also be done at the rear of the building. Use Lot #3 to park and enter the gym through the external gym door. You may enter the gym at 3:00. You must “sign out” your child on the sign out sheet. Parents/guardians need to wait for children near back wall gym, as a gym class is still in session. Your child(ren) will be released from their rooms at 3:05. Students will wait on opposite side of gym until they see their parent/guardian. A pass may be obtained from the teacher(s) on duty if you need to visit someone else in our building. Remember you may briefly visit teachers before 8:20am and/or after 3:15pm. No exceptions unless you have made arrangements with a teacher. Our instructional time is very valuable!
6. Early “pick-up” for appointments or emergencies may be done by parking in Lot #1 entering through the main entrance and signing your child(ren) out in the office.
7. Please remember...we ask you to follow these procedures at all times, as our #1 priority is to keep “our” children safe!

If you have any questions about our parking and pick-up/drop off procedures, please come see me or call 388-8261. Thank you in advance for your cooperation!

Respectfully,

Leslie Henry

Principal

Diagram of Vinton Elementary Campus

Keystone Road

Parking Lot #3

Vinton Elementary School

Bus Lane

Parking Lot #2

Parking Lot #1

