



Dear Alcott Families:

We have staggered start and finish times to ease congestion in our parking lots. Once your child has been dropped off or picked up, we request that you not linger so as to allow the next class to proceed. We appreciate your cooperation and partnership in keeping our campus safe and secure for all.

### A few friendly reminders:

- Always hold your child's hand.
- Stay alert to children in the parking lot and along the sidewalk.
- Drive slowly and watch for children. They can be hard to see especially when you are in a larger car.
- As a matter of safety and fire laws, you must park your car in a legal, defined parking space. **Please do not park in the fire lane or along the curb of the circle.**
- Escort your child to their classroom's designated drop-off/pick-up area (to be announced).
- Staff members park along the top level facing Broadway or in the lower level along the hill facing Broadway.
- If there are no designated slots left, you may double park your car behind staff cars (that face Broadway) on the lower level. Please use caution.
- We have two designated handicap parking spots: one near the top of the hill and one at the bottom of the stairway. These spots may only be used if you have a handicapped parking permit.
- There are a few parking spaces on Broadway, facing south, which you may use.
- Do not pass buses with flashing lights.
- Never leave any child unattended in the car. You may contact the office for assistance if needed.
- Thank you for your kind attention to keeping our children safe and secure. Please let us know if you have any questions.

Warmest regards,

Alexandra Kulpa, MEd  
Site Director

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