

## WES GUIDELINES FOR THE DROP-OFF CAR LINE AREA

With an increasing number of parents dropping off children in the morning it is resulting in a carline overflow into West Wayne Avenue and creating a dangerous traffic situation. The car line procedures were developed to keep traffic moving efficiently and safely. Your patience, understanding, and support in following these guidelines are truly appreciated.

### Drop-Off Car Line Procedures:

- Please refrain from the use of cell phones, taking care of lunch money, signing notes, or saying your goodbyes before entering the drop-off loop.
- Enter the loop and proceed to the drop-off area, which is **3 car lengths past the walkway (see diagram below), directly in front of the building's primary wing**. The drop-off area needs to accommodate, at a minimal, 3 cars unloading simultaneously. In addition, it needs to provide as much room as possible for cars to line up along the length of the loop, *so do not stop in front of the walkway*.
- When it is your turn, stop your car within the drop-off area, pulling up far enough to leave room for cars behind you in the drop-off area.
- As soon as you stop your car, instruct your child to open the car door on the passenger side, get out of the car, and shut the door.
- It is not necessary for an adult to open the car door. Your child should be able to get out of the car without adult assistance.
- Leave the drop-off area only after the cars in front of you have moved. **NEVER** pass a car stopped in front of you.
- NEVER** get out of your car. This only slows the process down, stops the flow of traffic, and creates a dangerous situation for you and the children.

### FAQ

Q: Why can't I stop my car at the loop directly in front of the walkway?

A: Often, the car line quickly backs up into the street and causes a dangerous situation. WES needs to maximize the loop for the most efficient unloading process. This necessitates cars to unload at least three at a time, and not one at a time.

Q: What if I don't think my child can get out of the car by his or her self?

A: Please feel free to park in the parking lot or on West Wayne Avenue and walk your child to the sidewalk. **NEVER** let a child walk across the parking lot unescorted.

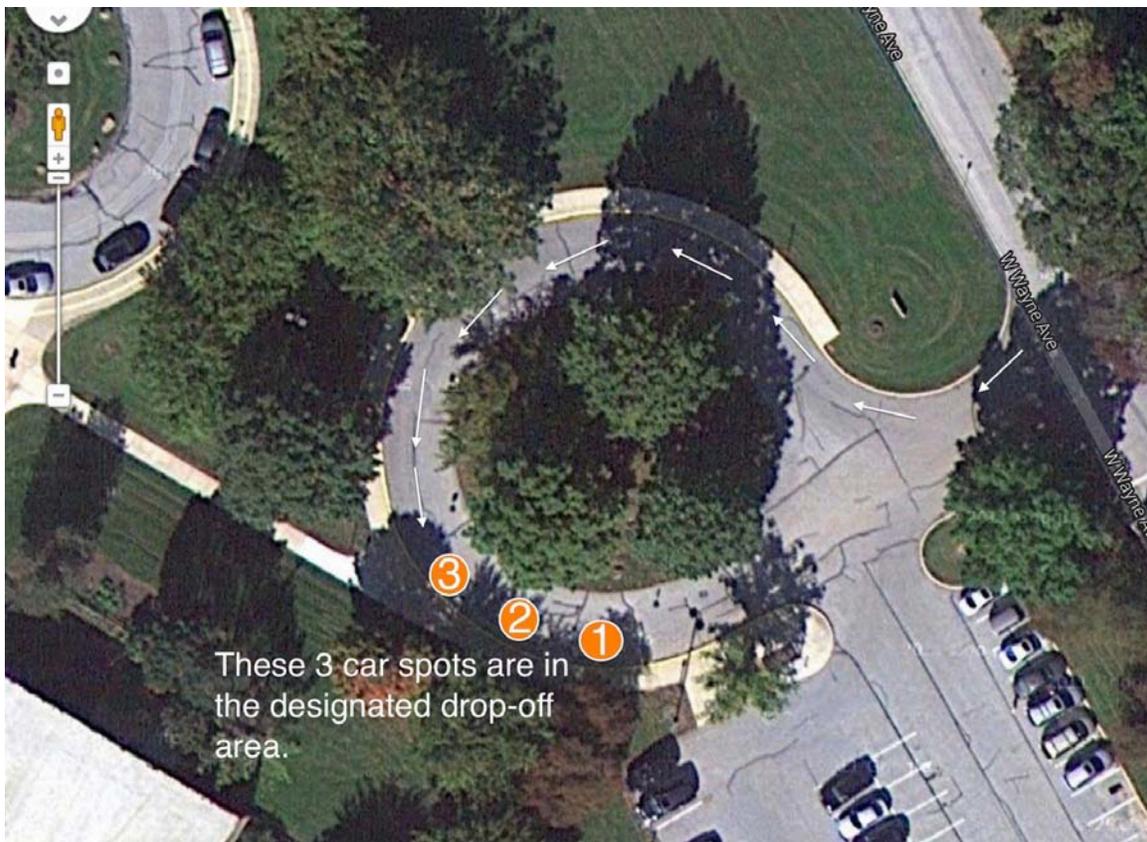
Q: What if my child needs assistance carrying things (such as a musical instrument)?

A: Again, please feel free to park in the parking lot or on West Wayne Avenue and walk your child to the sidewalk or to the school door.

Q: If there is an aide on the sidewalk, why can't I wait for the aide to open my car door and help my child out?

A: The aide's presence is to facilitate the car line; they are not available to open every car door. In addition, some aides are specifically waiting to assist specific students.

### Drop-Off Car Line Diagram



**Wayne Elementary School and the PTO appreciate your support and understanding in following this process. Thank you for helping implement the WES mission to create a safe and caring place for students to grow and learn!**