



Dear Seabourn Families,

With students' safety our utmost concern, we have seen the need to change some of our procedures for picking up and dropping off children. We know you are just as concerned, and by working together, we can ensure the safety of all the students at Seabourn. The following guidelines explain the procedures that students, parents, guardians and staff members will be expected to follow at all times.

Lane Definitions:

- **Inside lane** – the lane closest to the curb and school
- **Middle lane** – the center lane that is to be kept moving at all times
- **Outside lane** – the lane closest to the parked cars facing the street

Morning Drop Off:

Students may be let out of their cars at the curb, or you may park on the street and walk them across the parking lot. Please do not stop in the middle lane to let children out. The middle lane traffic must be moving at all times, and the outside lane must not be blocked to allow staff members to park upon their arrival.

Afternoon Pick Up:

Students will be standing in designated areas in the front with staff members. They may enter their cars alone only if you are parked at the curb on the inside lane. You must get out and come get them if you are parked on the outside lane or on the street. Staff members will not be able to escort students to their cars because they will need to be supervising students at their designated areas. Again, the middle lane must be moving at all times. No students will be allowed to get in their cars from the middle lane. If you are picking up siblings, they will each be standing with their own group until you arrive.

Students Walking Home:

The older sibling will be responsible to go get the younger sibling(s) from his/her teacher(s), then will proceed to walk home. The same applies to friends walking home together. Each student will need to wait with his/her supervising staff member until the younger class is outside.

Bad Weather Days:

Students will be kept inside in the lobby area. Staff members will help watch for their rides and will tell them when to go to the cars.

Arrival After 3:10:

Staff members have after school commitments and responsibilities, therefore, all students not picked up by 3:10 will be brought into the building and kept in the lobby area. If you arrive after 3:10, you will need to come inside and get your child.

Thank you for helping us to provide a safe environment for all Seabourn students.

Sincerely,

Judy Delaney, Principal