

Flushing

Community Schools

Elms Elementary School
John Hagens Jr., Principal

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Dear Elms Families,

I hope you have had a restful and peaceful summer! As we approach the start of the new school year I would like to remind you about our parking lots in the front, side, and back of the building. These areas will serve as locations for bus and student drop-off/pick-up.

On the reverse side of this letter you will see a diagram that outlines the parking lot areas. In the front of the building you will see where the bus turn around loop has been installed for students to safely board and de-board busses.

It is important that you know this entire area will be INACCESSIBLE during the following times of the day:

(8:30 am – 9:00 am) and (3:30 pm – 4:00 pm)

During these times of the day busses will be pulling in to drop-off/pick-up students. Please be mindful of these times when you come to visit Elms. We want to ensure that busses are not blocked by visiting vehicles and can easily pull in and out of the front turn around lane free of any obstructions.

On the diagram you will notice one lane that you can access to drop-off or pick-up students. This lane has been installed to create more room for vehicles to pull all the way in off of Elms Rd when dropping off or picking up students. You only enter this lane when you want to quickly drop your child off or pick them up. **You DO NOT need to get out of your car for any reason** while using the student drop-off/pick-up lane. The lane entrance starts from Elms Rd. and wraps all the way around the back of the building. You must pull all the way forward when accessing this lane. You will also notice the loop in the back of the building. This loop will not be made accessible until 8:55 am in the morning and 3:43 pm at the end of the day. This area will be managed by staff. **Parents will not be allowed to walk up and pick students up from this area.**

The south side of the building has also been expanded to accommodate more parking at Elms. When visiting Elms you can park in this area. Particularly if you are visiting Elms in the morning between 8:30-9:00 am or during 3:30-4:00 pm. A walkway has been paved for you to easily park and **walk to the main entrance in the front of the building.** During the school day hours between 9:00 am – 3:30 pm you can park in the front of the building.

Again year we will be issuing child safety signs for vehicles picking up students. The signs are being put in place to ensure appropriate adults are picking up students at the end of the day. Two signs will be issued at open house to families that need them. If you have signs from last year, those are still good and

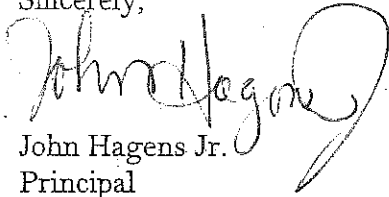
"Preparing Learners Today for Opportunities Tomorrow"

you will not need to get new signs. Instructions will be passed out with the signs on how to use them during student pick-up.

Lastly, **NO transportation call changes will be accepted after 3:00 pm.** Any immediate transportation change must be made by calling the main office secretary before 3:00 p.m. Please **DO NOT** leave messages with teachers about transportation changes as they will not be able to retrieve any messages until after 3:51 p.m.

I would like to thank all of our families for working with us as we implement these procedures for student drop-off/pick-up areas. Elms staff will be present and visible to ensure that students are safely dropped off and picked up from school as it is our number one priority.

Sincerely,



John Hagens Jr.
Principal

