



Dear Alicia R. Chacón Parents,

Our students' safety is in your hands! Please help us by practicing the following procedures when dropping off or picking up students at our school Drop-Off / Pick-Up area.

- 1) When entering the "The Drop Off/Pick up Zone," drive all the way up.
- 2) Keep the "Traffic Flow" moving.
- 3) The Drop Off /Pick up Zone is a NO CELL PHONE area; please do not use phones while in the zone.
- 4) Drivers MUST stay in the vehicle at ALL TIMES.
- 5) Students should be ready to EXIT/BOARD the vehicle quickly.
- 6) Students should exit/board the vehicle from the RIGHT-HAND SIDE ONLY.
- 7) Do NOT use the school parking lot to drop off/pick-up students.
- 8) Be COURTEOUS to other drivers.
- 9) If your child is NOT ready to exit the vehicle, exit and re-enter zone.
- 10) ALWAYS follow crossing guards' instructions.

Thank you for helping us keep our students safe!