



***Timber Ridge Elementary School***  
***Parking Lot Procedures 2017-18***

Our goal is to provide a safe, efficient system of dropping off and picking up your/our children at TRES. Our drive-through loop gets very busy during drop off and pick up. As close to 100 cars enter and exit our parking lot during a short period of time. Please review the document carefully to learn how to keep the traffic flow moving to get students on and off school grounds in a timely and safe manner.

1. If you will be transporting your child or children to school, please obtain and display a car ID tag on your passenger side visor (take one for each car that will come through the pick up line) and a corresponding ID tag for your child(ren)'s backpack. This will help to move the line along and aid our staff in connecting students with their parents.
2. When dropping off your child(ren), please use the circular loop that runs along the sidewalk from the top of the driveway. No parking in the loop area is ever permitted. Vehicles must always be attended with the driver inside. When entering the loop, stay to the right and pull forward to the designated drop/off/pick up location. Please remember, it is unsafe to drop kids off in any other area. Do not let them get out of the car in any place other than the designated, staffed location.
3. Students may not be dropped off until school staff is visible in the drop off location at 8:45. Once dropped off, all students must proceed through the gate to the playground where they will enter the building to drop off their backpack before coming back out to play until the whistle blows signalling the start of the school day at 9:00.
4. When picking up your child(ren), you must remain in your vehicle at all times. The right lane is for loading children. Stay in that lane until you get to the loading area at the bottom of the parking lot. Staff will help to connect your child with you. If your child is not present, stay to the left lane (inner circle) and loop around the parking area again, (just like at SeaTac Airport). No children will be able to load in the left lane (driver side of the car). If you must assist your child(ren) with loading the vehicle, please park in the parking lot and meet them in the plaza in the front of the school.

***Words of Wisdom:***

If you choose to pick up your child or children after school, there are some critical things to remember to keep your child, and other children safe.

- Keep in mind that dropping off children is a continuous flow. Please be respectful of others.
- Never leave your vehicle unattended. We have several staff members outside at pick up time with radios. They are happy to help you. It is easiest to connect you with your child if you remain in one place.
- Stay in the right lane for pick up, the left lane is for through traffic only.
- Please pack your patience and wait until you get to the designated, staffed drop-off/pick-up zone. It is NOT okay to pass parked cars until you find an opening to pull in and pick up your child(ren).
- Do the loop. Just like the airport, if your child is not yet ready to load, we will ask that you continue through and “do the loop” around the parking area. We will make sure that your child is kept safe until you come back around.
- Never cut lanes in front of other vehicles to save time. We have had several “near misses” and some fender benders. This puts children loading and unloading vehicles at severe risk.
- Do not attempt to call children over to your vehicle in the “through lane.” This is extremely dangerous and does not enable us to maximize student safety.
- Avoid short cuts to the process. The more we have people trying to come up with ideas to help make their own situation faster, the more backed up the process becomes. An example is dropping kids off at the stairway in front of the school. This places kids at risk. Please never do this.
- Please work with us! We welcome feedback. We love to hear praises and concerns as we continually strive to make Timber Ridge Elementary School the best place for kids. Your input is appreciated.