



Dear Alcott Families:

Due to COVID-19 protocols, we have staggered start and finish times to ease congestion and allow for social distancing in our parking lot. Once your child has been dropped off or picked up, we ask that you not linger to allow for the next class to proceed.. We appreciate your cooperation and your partnership in keeping our campus safe and secure for all.

A few friendly reminders:

- Always hold your child's hand.
- Stay alert to children in the parking lot.
- Drive slowly and watch for children. They can be hard to see especially when you are in a larger car.
- As a matter of safety and in accordance with fire laws, you must park your car in a legal, defined parking space. Park in the lot in an unnumbered spot and escort your child to his/her classroom designated health screening area (TO BE ANNOUNCED).
- **Please do not park in the fire lane or alongside the church, and do not leave your car standing near the stop sign or behind parked cars.**
- When driving into the parking lot, please make a full stop at the stop sign. Turn right and proceed around the middle parking spaces until you find a space.
- When exiting the parking lot, please continue around the middle spaces and proceed to the front driveway.
- Do not exit by the back driveway as this is where the buses drop off and pick up the children.
- Do not pass buses with flashing lights.
- Never leave your child unattended in the car. You may contact the office for assistance if needed.
- Do not leave your car running.

Thank you for your kind attention to keeping our children safe and secure. Please let us know if you have any questions.

Warmest regards,
Debra Frank
Site Director

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