

KOLLING ELEMENTARY SCHOOL

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Cassandra Cruz

Principal

Dear Kolling Parents,

I recently met with Christian Flores (Lake Central Director of Transportation), Bill Ledyard (Lake Central Director of Facilities), Jerry Patrick (Lake Central School Resource Officer) and members from the Indiana Department of Education's Transportation Department to review Kolling's arrival and dismissal procedures. The purpose of our meeting was to develop a plan that reduced pedestrian activity during these high vehicular traffic times and provided more safety for our students and all other members of our school community. A new plan was created and will be implemented on Monday, November 27th after Thanksgiving break.

The accompanying map details the new traffic patterns for student drop-off/pick-up as well as the new entrance and exit procedures. Please carefully read through the directions below and refer to the map to assure you are prepared to follow these new procedures. The biggest changes include:

- All parents are required to use curbside drop-off/pick-up procedures. There will be no parking and walking unless you have arranged for other business in the building, or there is a reasonable explanation that your child is not arriving/leaving school during normal hours.
- All parent drop-off/pick-up vehicles must enter the parking lot using Kolling Road. DO NOT enter through US 41.
- Traffic in front of the school will go in the opposite direction beginning Monday, November 27th.

Car Riders

All car riders will now enter through the Kolling access road (NOT US 41). Cars are no longer permitted to park and walk students to the flag pole. Your child must exit from the driver's side and be ready to exit the vehicle when you enter the drop-off zone. Once you enter the drop-off/pick-up zone, you must put your vehicle in park for safety reasons. If you arrive late, you must park in a designated parking spot and accompany your child into the office. Parents must put a sign in the window or hold it out the vehicle indicating your child(ren)'s name(s) and teacher(s) so staff may see what child(ren) to load during pick-up. You may use the sign provided or create your own as long as the writing is large enough and dark enough for staff to read. During arrival, staff will direct students in the drop-off zone to exit vehicles beginning at 7:50 AM. They will begin loading vehicles for student dismissal beginning at 2:35 PM.

Bus Riders

Buses will park in front of the gym as indicated on the map. The last parking lane and the bus barn access lane will be restricted to bus traffic only during arrival (7:30 – 8:30 AM) and dismissal (2:15 – 3:15 PM).

We understand that this may cause some confusion during the first few days as we all become accustomed to the new procedures. We ask you to have patience and especially not to cause more disruption to the process during arrival and dismissal by voicing your concerns to staff that are only helping to manage our process. We feel we have developed a plan that is far safer than our current plan. If you have any questions, please feel free to contact me.

Sincerely,

Cassandra Cruz

Principal



 Blue arrows are for bus traffic. Cars are not permitted in these lanes or areas during student arrival or dismissal.

 Yellow arrows are for parent pick-up/drop-off traffic



RED star is the new drop-off/pick-up zone. Follow the directions of staff members that are in this area.



Green star is the 15 minute parking spots where parents may be asked to park if their child is not at parent pick-up waiting with other students. This is to prevent back-up. A staff member will walk your child to your car if you are asked to park in a 15 minute spot.

Kolling Elementary School

Parent Pick-Up



Child

Teacher