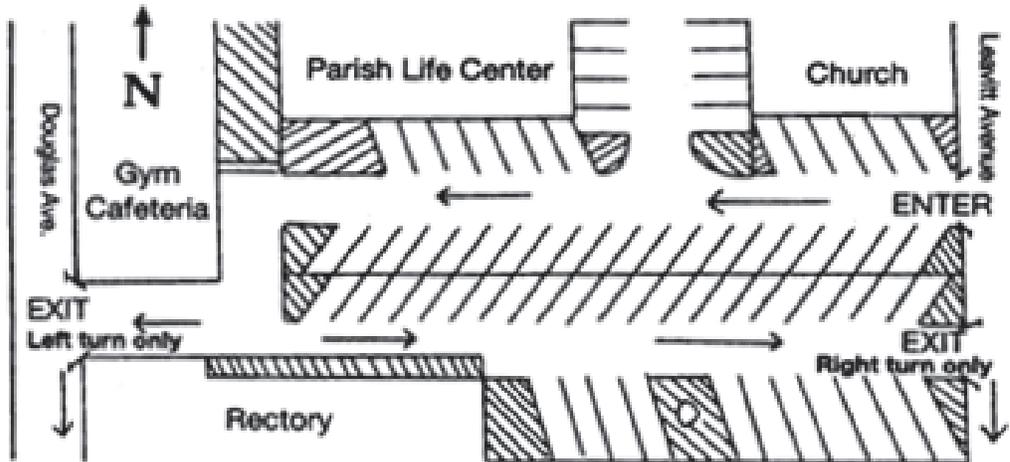


PARKING LOT PROCEDURES – MAIN SCHOOL BUILDING

There are many areas of concern for safety in the IJP parking lots at the time of drop-off and pick-up of the students. Please review the concerns and procedures listed below, please follow the directions of the parking lot committee – your safety and the students' safety is their only concern! Please share this information with anyone picking up your child(ren). Please refrain from bringing pets in the parking lot or into the school. Village ordinance prohibits pets on school property.

NO CELL PHONE USAGE WHEN DRIVING IN THE PARKING LOT!



Both Mornings and Afternoons:

1. Both students and adults are never to walk across Flossmoor Road except at the corners with a crossing guard.
2. Never stop on Flossmoor Road to drop off or pick up a student.
3. The parking lot on Douglas Ave. is not for student pick up or drop off. *This is a staff lot only.* There is no supervision in this lot.
4. Always exit the parking lot to the south. This is a Flossmoor Village ordinance.
5. Do not walk or ride a bike along traffic flow lanes. Please use the sidewalks around the perimeter of the parish/school.
6. Bikers are to always get off their bikes and walk them on the sidewalks around IJP and on campus. Bikes may be parked between the gym and the Parish Life Center.
7. Children should not be left alone in a running car.
8. Observe No Parking and Handicap signs.
9. Please be considerate and aware of both other drivers and pedestrians trying to safely enter and exit the parish/school grounds.
10. Children are not to play games, throw balls, or be running around in any outside area before school.

Mornings

1. Students are not to arrive before 8:15 am. Extended day care is available for those families who need to drop off their child(ren) earlier.
2. Students are to be dropped-off in the main lot, entering only from Leavitt Ave. and exiting to Douglas Ave. turning south.

3. Pull all the way forward in your line. It is important for the efficiency of the parking lot and the flow of traffic in the village.
4. Students are to get out of their vehicles only in the coned lanes where there are parking lot volunteers helping them cross safely to the playground area.
5. Students should exit the car from the passenger side; if this is impossible, be sure your student knows to walk around the **FRONT** of your car to insure he/she is visible to you.
6. Watch for and follow the directions of those directing traffic and helping the children.
7. Primary students line up (by class) south of School Building. Fourth through eighth graders are to walk only along the sidewalk in front of the School and not cut across the parking lot itself.
8. Drivers, please do not get out of the car while in the drop off lane. If your child needs assistance, kindly ask a volunteer to help.
9. Do not drop off your student on Flossmoor Road, Leavitt Ave. or Douglas Ave., or either of those auxiliary lots. There is no supervision in these areas and it slows traffic for everyone.

Afternoons

1. Drivers are to enter the main parking lot only on Leavitt Ave. The flow of traffic around the lanes is one way.
2. If the parking lot happens to be full, please circle and return to the lot rather than blocking the flow of traffic and causing traffic difficulties for the whole village.
3. Please do not park beyond the cones or move the cones.
4. Students are not allowed to enter cars that are not parked. **You must park your car before allowing your child to get in.**
5. Both parents and children are to cross through the parking lot at either the corner of the Parish Hall or Parish Life Center/grass. **Please do not cross through the lot between cars.** Adults and children are difficult to see and traffic cannot be directed appropriately. Please follow the direction of the parking lot volunteers at these corners.
6. Utilize the sidewalks along both the school and the church. Please do not walk across the lot. **Cross only behind the cones at the north end of the lot and/or at the designated corners at the south ends of the sidewalks.**
7. Every child fourth grade and under must be escorted through the parking lots.
8. The Leavitt Ave. lot is for pickup of Junior High students. Please enter on Flossmoor Rd. and exit turning south on to Leavitt Ave.
9. All students must wait behind the orange traffic cones in the main lot until their ride arrives and they have an escort through the lot. Students are not to wait for rides at the corner of the Parish Hall, the corner of the Parish Life Center, the grass areas, in front of the church, or either auxiliary lot. If a student cannot locate his/her ride, he/she must return to the coned off area.
10. Children are not to play games, throw balls, or be running around in any outside area after school. Please be considerate and watch for others.
11. Students riding bikes must exit the school grounds the same way pedestrians do (from the parking lot along Flossmoor Rd., not with the flow of traffic). Riders are not to get on bikes until they have crossed the street with a crossing guard.

12. When called in by school personnel, all students must come into the building. Supervision of the lot ends 15 minutes after dismissal. Students without rides may be picked up from extended day care in the cafeteria.

Thank you for your cooperation and consideration. The parking lot can be a dangerous place for our students. It is only with your help and awareness that all can be kept safe and the lot efficient. If you have any questions, please feel free to ask anyone on the parking lot committee. They are always happy to help.

PARKING LOT PROCEDURES – PRESCHOOL

In order to minimize traffic congestion in the parking lot and provide for the safety of all children please abide by the following procedures when dropping off and picking up your child.

1. Preschool parents may park in the parking lot before and after school.
2. Please park in a designated parking space.
3. Please walk your child to the Door entrance. Children may not be left unattended.
4. The teacher will open the door at 8:35 am. School begins at 8:45 am.
5. Children will be dismissed to a parent or other authorized person at the end of the day.
6. Let us know if your child will be attending extended care if s/he does not attend on a regular basis.