



Brookside Intermediate School

Car Drop-Off & Pick up Areas

Dear Parent/Guardian,

Below, you will find information pertaining to drop-off and pick-up for students. These procedures are in place to ensure that student safety is top priority. Attached, you will find a map that details the traffic flow through the West Parking Lot around to the drop-off and pick up area. Listed below are a few things that will expedite the process for drop-off and pick up:

- **Please follow the signs and the path on the map**
- **Limit the space between vehicles to help shorten the line**
- **Maintain a safe speed limit and be alert for staff and students moving throughout the parking lot**
- **When you pull up to the drop-off/pick up area, please pull all the way up to allow for multiple cars to unload/load at the same time. Our goal is to unload/load 6 cars at a time to speed up the process for all vehicles.**
- **Please ensure your students are ready to go when you get to the drop-off area. This also helps speed up the line.**
- **At no time are students permitted to cross traffic to enter the building or be picked up.**

We would like to thank you for your patience and cooperation.

Mr. Davies and Mrs. Swanson