

Dear Totem Falls Families,

The safety of our students is always a primary concern at Totem Falls Elementary School. With that in mind, we have established parking lot safety procedures for dropping off and picking up students. We rely on **you, our parents**, to follow our procedures, designed to make the parking lot a safe place for our students and families.

### PARKING LOT PROCEDURES

- Follow all marked traffic patterns.
- Avoid distractions while operating your vehicle. This includes, but is not limited to, cell phone use (talking and texting), watching video, searching the internet, wearing "ear buds," driving with unrestrained pets, etc. Distracted driving is unsafe, irresponsible and in a split second, its consequences can be devastating.
- Use the right lane through the parking lot to access the Passenger Pickup and Unloading Zone. The left lane is for through traffic or parking in the middle stalls.
- Pull your vehicle forward as far as possible in the Passenger Pick Up and Unloading Zone and follow the directions of the Traffic Butlers, who are identifiable by their yellow vests. Please remain in your vehicle.
- Do not drive through the parking lot stalls. Use the designated lanes.
- Students should **load/unload only in the designated Passenger Pick Up and Unloading Zone**, from the **right side** of the vehicle and on the curb side only. Traffic Butlers will help with opening doors and removing backpacks when needed. Please wait until children are safely on the sidewalk before pulling away.
- After you have picked-up/dropped-off your child, keep moving your car forward as spots clear. This will help minimize congestion and the number of cars weaving in and out of line.
- If you park, and need to walk your child(ren) through the parking lot, please use the crosswalk and wait until all the cars have stopped before crossing the lanes.
- Vehicles should not be left unattended in the Passenger Pick Up and Unloading Zone. If you need to leave your vehicle to enter the building, please park in the designated parking stalls.

- Adhere to the parking lot speed limit of 5 MPH and always be extra cautious of pedestrians in the parking lot.
- When approaching or leaving the school, adhere to the neighborhood speed limits at all times, especially when children are walking to and from school. The speed limits are **20 MPH in the school zone and 25 MPH in the rest of the neighborhood.**
- Please do not block the Handicap parking spaces, even if there are no cars parked there. Do not park in these spaces unless you have a valid **Handicap Permit**. This is against the law and subject to large fines. Unauthorized cars will be reported.
- School buses entering and exiting school property have the right of way.
- When exiting the parking lot, please be aware that there are 2 turn lanes; one for right turn only and one for left turn only.

Our school parking lot congestion can be reduced by allowing children to ride the buses, walking to and from school or forming carpools. Another safe alternative is to drop off and pick up your children at the **back entrance of the school on Cascade Drive OR on 63<sup>rd</sup> Drive SE near the sidewalk through the houses to Snohomish Cascade Drive**, where we have crossing guards both before and after school. *Avoid stopping your car in the crosswalk or private driveways.*

Please take time to review these procedures at home with your child. We ask each parent, who chooses to transport his/her children to and from school, to make a special effort to routinely follow these procedures each and every time they enter the parking lot. **Thank you for assisting us in making our parking lot safe for all students.**

Sincerely,

*Mike Cosgrove*  
Mike Cosgrove  
Principal