



Dear Princess Elizabeth Families,

Safety of our students is our top priority at Princess Elizabeth. After being outside in the kiss and ride area both for drop off and pick up I am concerned about the functioning of it and some changes to the rules in which it is used need to be made to ensure our students are safe. I kindly ask for your patience and cooperation as we make these changes as it is imperative for student safety.

The purpose of the kiss and ride area is for an efficient way in which to drop off and pick up your children. Moving forward, at no times should parents be 'parking' their vehicles in the inner lane closest to the school or the far lane. **If you need to park your car and exit to retrieve your child from the playground KISS and RIDE should not be used.** You will have to park on a neighbouring street in order to do that since parking in our lot is limited.

Beginning today we have ensured that we have more staff members supervising the kiss and ride areas in both the morning and afternoon.

The following is the procedure we will need parents to follow. These changes will take some time and I urge you to demonstrate patience so we can ensure all our students are safe:

## Procedure for drop off:

- Pull in using the interior lane (closest to the school) attempting to pull around the loop so you are not stopping traffic on the road.
- A staff member will be nearby that will come to the vehicle to help your child exit and escort them safely to the playground
- Please ensure your child is ready to leave the car. For example, a backpack is easy to grab, coats on, masks on etc. and goodbyes and kisses done before you get in the car to save from parents having to exit the vehicle.
- It is also suggested that if possible students exit using the door closest to the school.
- The goal is to save you from having to exit your vehicle if possible and to speed up the efficiency of the process.
- Once your child has exited please then ensure the exterior lane is clear and pull into that lane to exit the kiss and ride loop
- If you are waiting and can move up 'to close the gap' between you and the car ahead, please do so to prevent a backlog onto the road
- **NO ONE SHOULD BE PARKING IN THE KISS AND RIDE AND LEAVING THEIR VEHICLE**

- If there is a backlog please circle using the exterior lane, or use the exterior lane to pull up to an opening that is further down the loop. At very busy times if you find you are blocking the sidewalk or backing up traffic on the roadway please be patient and circle around the loop

## **PROCEDURE FOR PICK UP**

- Again no cars should be parked and vacated in any lane of the kiss and ride. If you need to park and vacate your vehicle kiss and ride is not for you and you should park on a neighbouring side street where parking is allowed so you can walk over to get your children
- Please pull in using the interior loop closest to the building. At 3:25 we will begin walking our kiss and ride students outside.
- Staff will walk your child down to your vehicle once they see it. We will not allow students to cross into the other lane to enter vehicles as this is extremely dangerous for students to be walking between cars and into the drive thru lane
- Pick up can be staggered, so please do not feel you need to be there early. Even waiting an extra 5 minutes to enter the kiss and ride can ease congestion. We have staff helping until 3:40 each day so we have plenty of time to ensure your children get safely to your car.
- If the kiss and ride is backed up the same procedure as the morning needs to occur where you can circle the loop until a spot opens.
- Once your children are in your vehicle please exit safely into the drive thru lane as soon as you can and refrain from sitting in that lane so other vehicles can move up.

If you have older students only please consider making arrangements with them to pick them up or drop them off near the Paul Street exit.

This will take some time to get used to these adjustments. We just want to ensure every child is safe. Please exercise patience as we adapt and reach out with any questions or concerns.

Sincerely,

Mrs. J. Sinnett

Mrs. B. Falardeau

Principal

Vice-Principal