

# **Best Practices for Parents at SMPS**

**September 2013**

A list of best practices for parents has been developed to help new and returning parents/ care-givers know how we do things here at Steve MacLean PS. With nearly 1000 students and all of their parents, it is really important that we all follow the established routines so that we can make the school function as well and as safely as possible.

## **Parking:**

- The school parking lot is reserved for school staff.
- If you have a meeting at the school (i.e., with a teacher before or after school), you are permitted to use the parking lot.
- The school parking lot is not a Kiss and Ride alternative. Please refer to the map of the area that identifies legal street parking.
- The laneway by the daycare on Goldeneye Dr. is private property and must not be used by anyone except day care staff and day care parents.

## **Kiss and Ride:**

K&R is supervised by a teacher in the mornings from 8:45-9:00 and in the afternoons from 3:30-3:45.

### **In the mornings:**

- Please drive in on the left side of the lane and move as far up the laneway as possible. Park on the right side of the lane only.
- Students should exit the car on the right side only because of moving cars on the left side.
- Parents of young children may assist their child to exit the vehicle (ie. car seats) but must not leave their parked car in the laneway in order to walk their children into school. Drop-offs only.

- Backpacks should be with the children in the car so that the drop-off is very quick and efficient. Backpacks stored in the trunk takes much more time.
- The busiest, and most stressful, time to drop off kids is between 8:55-9:00 because of the very high number of parents trying to do the same thing. The K&R lane generally flows much more smoothly prior to this time.
- The laneway by the daycare is private property and must not be used by anyone except day care staff and day care parents.

In the afternoons:

- Parents often start cueing in the K&R laneway around 3:00. If you choose to do so, please take up all available space in the K&R lane, and then turn off your vehicle. Do not leave your vehicle.
- Do not stop and/or park in the left side of the K&R lane.
- As the cue extends to the end of the laneway, cars line up along Spratt Road (but not in front of the fire hydrant).
- Do not park and leave your vehicle on Spratt Road except where it is legally permitted to do so.
- After 3:30, the line of cars will slowly begin to move. Please pay close attention to the school staff directing traffic at the end of the K&R laneway. You will notice that by 3:40, most kids have been safely picked up.
- NO left turns from Spratt Road into the K&R laneway while cars are lined up. Continue down to the end of the cue and join the line.
- Students should only be getting into vehicles on the right side because of moving cars on the left side.
- Students must be picked up by 3:45pm. In the event that they are not, they will be brought into the office by the duty teachers.

## **On the Yard**

Teachers are on duty in the school yard from 8:45-9:00am and during each recess, but not after 3:30 dismissal.

### **In the mornings:**

- Students should not be in the school yard before 8:45am as there is no supervision at that time.
- Parents are welcome to accompany their children to school each day, but they must leave them at their entry door at 9:00. In addition to this being a school security issue (see below), it also encourages independence in our youngest students.
- Students need to be on time for school. They must not be dropped off in the schoolyard after 9:00 as there is no supervision at that time and all doors are locked. Late students must come through the front doors with a parent to sign them in.
- Students are not permitted to play mini-sticks in the morning because of the high volume of people in the immediate area at that time.
- Teachers will receive their classes at 9:00am at their entry doors.

### **In the afternoons:**

- Non-bus and non-Kiss and Ride students will be dismissed through their regular entry doors and will meet their parents/ care-givers outside.
- Unless they are with an adult, students who walk home are expected to head directly home after dismissal.

## **School Security**

- All parents and visitors must come through the front doors and sign in at the office and must wear a visitor pass while they are in the school. Adults without a visible pass will be stopped by school staff and redirected to the office.
- \*New this year\*: A security camera has been installed by the front doors in order to identify all visitors to the school. Between the hours of 9:15-3:15, visitors will need to be “buzzed in” and are then expected to proceed to the main office.



# Steve MacLean Public School - Safe routes to school 2013/2014



**Important:** Kiss & Ride is for drop off and pick up only, No Parking

Daycare lane is to be used by daycare staff and daycare parents ONLY

Still need to park? Please look to the surrounding streets and use safe parking, where permitted.

## Legend

- P - Parking
- X - No Parking = stopping is permitted but driver must remain with the vehicle
- Ø - No Stopping = no vehicles at any time
- - Walkway

