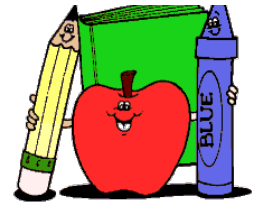




## **\*\* WELCOME BACK TO SCHOOL \*\***



Welcome back to another school year here at the Key Biscayne K-8 Center. We hope you had a great summer and your children are ready for the new school year! Please take a moment to read the information below. We have in excess of 1,400 children making their way to and from school each day. These rules are in place to make the drop-off/pick-up process run smoothly. Every effort is being made so that your children can have a safe and wonderful year.

The Key Biscayne Police Department is working to protect your child by enforcing the traffic statutes and speed limits. Your assistance is necessary to ensure a safe environment for your child. **Please respect the *Speed Limit, No Parking and No Stopping or Standing signs.* They are there for a reason.**

There are only **THREE (3)** drop off and pick up areas. **There is no drop off / pick up on any of the side streets surrounding the school.** By dropping off your child on the side streets, you force thru traffic to go around you and into oncoming traffic, creating a hazardous situation. Additionally, when you park across the street from the school, your child may go between parked cars to cross the street to reach you. The below listed areas are the **ONLY** acceptable areas for drop off / pick up. Please find the correct area that your child should be dropped off and use that area. Beginning this year, students will not be allowed to enter through the gate on the south side of the school.

### **DROP OFF RULES**

Drop off lanes are for drop-off only during the hours posted on the signs. You may not park and walk your child in. There will be Safety Patrols at each drop-off area to assist your child while they exit the car. Please have your child ready to exit when you near the **front of the line**. Drivers should remain in the car. This will help the flow of traffic tremendously.

The younger children, grades **PK, kindergarten, first and second** will be dropped off at Drop #2 (see attached map) on West McIntyre St. From this location **PK, kindergarten and first grade students** will proceed to the elementary school cafeteria where they will be supervised until their teachers pick them up. **Second grade students** will proceed to the PE Shelter where they will be supervised until their teacher picks them up. Students are not allowed to wait in the hallways, at the bike racks, on the playground or in front of their classrooms. This is done for your child's safety. Please remember that PreK-1<sup>st</sup> grade students should be in the cafeteria waiting for pick-up no later than 8:10 AM. Students arriving after the bell rings at 8:20 AM will be required to go to the Main Office and pick up a late pass.

The drop off area for 3<sup>rd</sup> and 4<sup>th</sup> graders will be Drop #1 on Glenridge Road. You will no longer be allowed to turn on to W. Enid Drive after dropping off your child from the circular driveway. You must turn right onto Glenridge Road.

The drop off area for 5<sup>th</sup> through 8<sup>th</sup> graders is Drop #3 by the Ridgewood Road entrance, **NOT by the Middle School cafeteria on W. Enid.** From this location the children will proceed to the cafeteria for breakfast and/or proceed to the covered P.E. shelter. They are to remain in this area until picked up by their teachers. They are not to be in the area of the bike racks, hallways or playground.

### **PICK UP RULES**

If you pick up your child after school, please write the name (s) of your child (ren), preferably with a dark colored marker, on the paper provided to you by the school. Display this in your front windshield so that the teachers and security personnel will be able to direct your child to your car. If you need additional papers, please let us know. You **will not** be permitted to park and leave your car in the pick up lane at either location. **YOU MAY NOT STOP IN THE MIDDLE OF THE STREET TO EITHER DROP**

**OFF OR PICK UP YOUR CHILD.** No child will be permitted to run between stopped cars to get into your car. This is done for your child's safety.

**PICK UP AREA #2**

PK through 1st grade will be dismissed at 1:50 PM from this area on McIntyre St. Second grade will be dismissed at 3:05 PM at this same area.

**PICK UP AREA #1**

Third and fourth grades will be dismissed at 3:05 PM from this area.

**PICK UP AREA # 3**

This pick-up area is for fifth grade students and Middle School students who are dismissed at 3:05 PM. Please instruct your child to wait for you on the sidewalk next to the school. It may take a few extra minutes for you to get your child, but this will ensure their safety.

There is parking located around the perimeter of the school on Glenridge Rd. (east side of the school), and on W. Enid Dr. (south side of the school). If you are visiting the school, please make use of these spaces. Additionally, you may park next to the sidewalk curb area on Ridgewood Rd. and on W. McIntyre St. at any time **other than** the drop-off / pick-up times which are posted on signs along the roadway. Please read and follow the attached parking ordinances. Additionally, please do not park in front of the gates leading to the field. This area must be kept clear in case of an emergency that necessitates getting fire/rescue trucks on to the field. You **will** be cited, and your vehicle may be towed if you block these gates as it is a safety violation.

Attached you will find a map of the school indicating drop-off/pick-up areas. **Please refrain from using your cellphone if you are driving in the school area during arrival and dismissal times as it could cause you to be distracted and compromise the safety of the students.** If you follow these simple rules and exercise safe driving, you will be helping to maintain a safe environment for all our children.

If you have any questions, please contact School Resource Officer Marty Santiago at (305) 365-5555.

Sincerely,

*Silvia Tarafa*  
**School Principal**

*Charles R. Press*  
**Chief of Police**

