

**September 4, 2015**

Hello Sunset Lake Elementary Families,

We are happy to announce that our parking lot has been repaved and restructured this summer to better ensure the safety of our children. Please note there are specific directions that we are asking all families to follow with our new parking lot system. Our school day is 8:55 to 3:35.

**Drop-Off:**

- **Our drop off window will begin at 8:35**
- **Cars are to enter at the north entrance and follow along the outer edge of the lot**
- **Cars stop at the designated Student Drop Off Zone shown on the map (These are NOT parking spaces--rather designated zones for cars to stop and allow their child to exit curbside)**
- **Students are to ALWAYS exit curbside**
- **We ask everyone to take advantage of the drop off system**
- **If you need to park and enter the building, please be sure to escort your child and use the designated walkway located at the drop off zone.**

**Pick-Up: (This is a bigger change--please read carefully)**

- **School ends at 3:35**
- **Cars are to enter at the north entrance and follow along the outer edge of the lot**
- **Cars are to stop at the designated Student Drop Off zone shown on the map**
- **REMAIN in your cars and your child will be released to you**
- **We ask families picking up their child(ren) use the provided Car Tags**
- **Car tags hang from your rearview mirror with your child's last name written (LARGE) and facing out the window**
- **A staff member will radio for your child and they will be dismissed directly to your car**
- **Cars exit through the south lot exit**