

## **Parking Procedures at West Bedford School PP-6**

Our number 1 priority is student safety. All families are expected to follow our drop off, pick up, and parking procedures on our property. Failure to follow them, may result in a police ticket and/or ban from the school property. With over 1100 students, we are moving a small village in and out every day. All families must do their part in keeping ALL students safe. We have had too many situations where students and staff have been impacted by drivers not following our procedures.

i. **Visitor/Family drop off and pick up:** Parking for all families and visitors is in the **lower parking lot by the field**. In the mornings, there is a “Kiss and Go” Loop in the lower parking lot next to the sidewalk. This is a quick drop off place only! There are also parking spaces for family/visitor vehicles to park to walk children to their assigned entry/exit doors. Please note that **All vehicles** must use this parking lot to drop off/pick up their children. *Please be respectful, patient, and follow the directions from staff. Everyone’s safety is a shared responsibility!*

ii. **Pre-Primary Parking passes:** Green parking passes will be handed out to our Pre-Primary families for the 2025-2026 by September 8th. You **MUST** have this parking pass visible to enter the driveway by the roundabout as of September 5<sup>th</sup> onwards. Cars will be directed to the Pre-Primary drop off area by a staff member. *If you cannot show your 2025-2026 pass you will not be allowed to enter the driveway.*

***NO OTHER VEHICLES SHOULD BE ENTERING THIS DRIVEWAY***

iii. **LC Parking Passes:** Some of our families who are supported through the learning center will have the opportunity to receive a parking pass. Please reach out to your child’s learning center teacher for this pass. *If you cannot show your 2025-2026 pass you will not be allowed to enter the driveway.*

iv. For those with **accessible parking passes**, if you have a meeting at the school or are required to exit your vehicle, there are accessible parking spots by the main blue doors. This parking pass must be clearly visible. If you are picking up your child and not exiting your vehicle, please park and wait for your child in the lower parking lot.

v. There is **NO PARKING around the back of the school or in the side parking lot between the high school and the field**. ***This area is for staff parking and Special Needs bus drop off and pick up.*** Please respect this procedure so that we can keep our students safe when accessing their buses.

vi. **EXCEL Families:** Those families who have a child in Excel will receive specific drop off and pick up instructions from the EXCEL lead. We ask that you respect these guidelines as it impacts the safety of students.

### **3. Bussing:**

- Morning arrival- when buses arrive, staff will supervise the offloading of students and support them in heading to their entry door.
- At the end of the day, students in P-6 who ride a bus will be brought to the cafeteria where they will find an orange pylon with their bus number on it. Pre-Primary students will be brought to their buses and buckled in by their Pre-Primary teachers.
- Students will sit at a cafeteria table designated by their bus number - When their bus number is called, an adult will lead the bus line out to the bus and supervise the students getting on.
- Bus Stop: It is helpful if you could show your child where they are getting off the bus at the end of the day.
- Students in PP-2 must have an authorized adult waiting at the bus stop to receive them. If a child does not have anyone at the bus stop to pick them up, the bus drivers **MUST** bring them back to the school.