

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 (Grades 3 to 6). This is a quick drop off place only! There are also many visitor parking spaces for vehicles to park in, in order to walk children to their assigned entry/exit doors (Primary to Grade 2 students).

Please note that **All vehicles**, with a Primary to Grade 6 student **MUST** use this parking lot to drop off/pick up their children. We feel very lucky to be able to offer this parking option to our families, as most schools are not able to offer parking onsite to their families.

Please be respectful, patient, and follow the directions from staff. Everyone’s safety is a shared responsibility!

- ii. **Pre-Primary Parking passes:** ORANGE parking passes will be handed out to our Pre-Primary families for the 2026-2027 school year. You **MUST** have this parking pass visible to enter the upper driveway by the front playground. Cars will be directed to the Pre-Primary drop off area by a staff member. Please Park responsibly and only in defined parking spots or against the curb. Please do NOT block in other vehicles or leave your vehicle in the middle of the parking lot. ***If you cannot show your 2026-2027 pass you will not be allowed to enter the driveway.***

- iii. **LC Parking Passes:** There will be no LC parking passes issued this year. There should be no vehicles driving around to the back of the school at any time.

- 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.

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

v. There is **NO PARKING around the back of the school or the small parking lot next to the HS building 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 most vulnerable students safe when accessing their buses.

vi. **EXCEL Families:** *Those families who have a child in Excel can drop off their child between 7:30-8:00 am in the front loop. Pick up after school in the loop is from 4:00 pm to 6:00 pm.* Dropping off or picking up your child outside these times requires families to park in the lower parking lot. ***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-3 who ride a bus will be brought to the cafeteria where they will find a sign with their bus number on it. Students in Grade 4-6 can choose to wait for their bus in the cafeteria or outside. 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.

- 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.