

November 17, 2011

Dear Parents/Guardians,

We have received complaints from merchants at the Sycamore Square and Shrewsbury Shoppes about parents parking in their lots to pick up their children. As a courtesy to our neighbors, please refrain from parking in their parking lots to pick up your children. Also, please be reminded of the following information contained in the student/parent handbook on our website concerning traffic safety:

- a. The "Bell Circle" is not to be used for drop off, turns, etc.
- b. All pupils shall follow the drop off schedule listed:
 - PSD and Kindergarten students – drop off by the gym doors,
 - 1st, 2nd, 3rd and 4th grades – drop off in the main parking lot and enter through the main doors
 - 5th and 6th graders – drop off in the main parking lot, line up in the circle, and enter through the bell entrance.
 - 7th and 8th graders – drop off in the main parking lot and line up and enter through the junior high doors.
- c. **WHEN DROPPING OFF/PICKING UP PUPILS, PLEASE ENTER THE PARKING LOT AND CIRCLE AROUND TO DROP YOUR CHILD OFF.**
 - **DO NOT USE PARKING SPACES TO PARK YOUR CAR AS THEY ARE DESIGNATED FOR STAFF ONLY AND OUR SPACES ARE LIMITED.**
 - **DO NOT ABANDON YOUR VEHICLE IN THE DRIVE-THRU ROUTE IN THE MAIN PARKING LOT.**
 - **AVOID TURNING LEFT FROM BROAD STREET TO ENTER OBRE PLACE**
- d. Do not drop off pupils or park on the north side of Obre Place opposite the school. Parking, picking-up, or dropping off pupils is not longer permitted on either side of Broad Street.
- e. Do not enter the extreme eastern end of Obre Place near the Library.
- f. K-turns on Obre Place are not permitted.
- g. Carpooling is suggested to reduce the volume of traffic.
- h. Left turns exiting the main lot are not permitted during specific time, as posted.
- i. Parking in the drop-off zone in front of the school is not permitted.

We work closely with the Shrewsbury Borough Police Department to ensure the safety of all of our students. Please know that they will strictly enforce any traffic and parking ordinance violations during the school day and beyond school hours.

I thank you in advance for your attention to this matter.

Sincerely,

Brent A. MacConnell