



Collegewood Elementary School

A California Gold Ribbon School



Dr. Mary Wendland
Principal

Laura O'Donnell
Elementary Learning Specialist

Tamie Liptak
Administrative Assistant

Gaby Manganiello
Office Assistant

September, 2018

Dear Collegewood Families,

I need your help! Please review this letter and the map to clarify our procedures for student drop off and pick up.

Drop Off and Pick Up Areas: Parents can drive along the curb in front of our school on Collegewood Drive and your child can enter or exit the car and walk to campus. If you choose to do this, you may not get out of your car or park to walk your child to the steps. You must remain in your vehicle in this area.

You may not stop your car alongside another car in the drop off lane and have your child walk between cars to get on the sidewalk. Students are not permitted to walk in the street unless they are in designated crosswalks.

If you choose to walk your child up to the steps, you need to park your car in designated area (see map below) and use crosswalks to do so. Please read parking signs carefully.

Crosswalks: Please do not block crosswalks. If you are not sure that you will be able to move forward without blocking the crosswalk or driveways into the school, please wait before pulling forward



Collegewood Elementary School

A California Gold Ribbon School



Dr. Mary Wendland
Principal

Laura O'Donnell
Elementary Learning Specialist

Tamie Liptak
Administrative Assistant

Gaby Manganiello
Office Assistant

Staff Lots: We continue to have parents parking in the upper and lower staff lots for student drop off and pick up. We do not permit student drop off or pick up in these areas.

As stated in our parent handbook, all adults on campus and in student areas are expected to use appropriate language and demonstrate respectful behavior. Any adult using profanity or demonstrating aggressive behavior will not be permitted to be on or around campus.

I understand how frustrating traffic conditions can be when so many families are in a small space at one time. I am confident that when we all work together to abide by procedures and routines during our busiest times, we can protect our students and demonstrate the good that occurs when people work together. Thank you for your attention and cooperation in this matter.

Fondly,

Dr. Wendland



Collegewood Elementary School A California Gold Ribbon School



Dr. Mary Wendland
Principal

Laura O'Donnell
Elementary Learning Specialist

Tamie Liptak
Administrative Assistant

Gaby Manganiello
Office Assistant

