

(MORNING)

Parent Valet Responsibilities **(Minimum of 4 parents needed in A.M.)**

The goal of the Brookhaven Valet Program is to provide a safe entrance and exit for all students, parents, visitors, and staff while walking or driving to school. This program has been developed in conjunction with the City of Placentia and the Placentia Police Department.

1. Put on orange safety vest.
2. Place numbers, cones, and signs if they have not been placed by custodian (They stay out for the afternoon Valet.)
3. Entrance driveway:
 - a. Make sure pedestrians cross driveway safely
 - b. Allow cars into driveway before pedestrians cross driveway entrance
 - c. Do not allow cars to block sidewalk. (Use stop sign to keep traffic on street if valet is full.)
 - d. "We ask everyone to walk around on the sidewalk and not cross through the parking lot for safety reasons, Thank You" (Use this statement when you see people walking through the parking lot. Approach people kindly each time you see them walking through the parking lot and remind them to walk around.)
4. Exit Driveway:
 - a. Make sure pedestrians cross safely.
 - b. Direct cars out of Valet onto Brookhaven Ave. first, then cross pedestrians.
 - c. Please Note: Drivers may only turn RIGHT when exiting school parking lot.
5. Corner near Kindergarten rooms:
 - a. Make sure all adults and students stay on the sidewalk and out of the Valet car line.
 - b. Especially watch numbers 1 through 3 (This area is often congested with many people.)
 - c. Make sure children are getting in and out of cars safely.
6. Roaming parents:
 - a. One (1) parent will supervise cars 1 - 4.
 - b. One (1) parent will supervise cars 5 - 9.
 - c. Make sure children are getting in and out of cars safely
7. Merging cars:
 - a. Drivers should merge safely BEFORE getting to the curb. (There will be only one line in front of the school.) From the sidewalk, parent Valet will direct cars to their numbers one (1) through nine (9) by holding up the appropriate number of fingers. Start the next set of cars when # 9 gets past the kindergarten corner.

PLEASE, PLEASE, PLEASE, do not use cell phones while working Valet.

THANK YOU FOR VOLUNTEERING YOUR TIME FOR THE SAFETY OF OUR STUDENTS, VISITORS, and STAFF.

(AFTERNOON)

Parent Valet Responsibilities

(Minimum of 4 Parents needed in P.M.)

- 1) Put on safety vest:
- 2) Collect numbers and cones at end of service, stack and return to the MPR:
- 3) Team Leader:
 - a. Get the key from Karen (secretary) for sound system to set up microphones in MPR. Leave microphones on top of the sound system cabinet.
- 4) Entrance Driveway:
 - a. Make sure pedestrians cross safely
 - b. Allow cars in first, then pedestrians
 - c. Do not allow cars to block sidewalk (Use stop sign)
 - d. When you see people walking through the parking lot, kindly ask them to walk around the sidewalks for the safety of everyone. (See comment above when talking to the parents.)
- 5) Exit driveway:
 - a. Make sure pedestrians cross safely.
 - b. Allow cars out first, then pedestrians
 - c. Please Note: Drivers may only turn RIGHT when exiting school parking lot.
- 6) Corner:
 - a. Make sure all parents and students stay on sidewalk and out of the Valet car line.
 - b. Especially watch numbers 1 through 3 because they are further away from adults and there may be walking-traffic congestion on the sidewalk.
 - c. Make sure children are getting in and out of cars safely.
- 7) Roaming parents:
 - a. One (1) parent will supervise cars 1-4
 - b. One (1) parent will supervise cars 5-9
 - c. Make sure the children are getting in and out of cars safely.
- 8) Merging cars:
 - a. Cars should have merged before they get to the curb.
 - b. The family name should be on the dashboard. The name and a number 1 through 9 will be called and heard in the MPR. The student will meet their parent at the number called.
 - c. Start the next set of cars with # 9 gets past the kindergarten corner.

PLEASE, PLEASE, PLEASE, no cell phones use when working in Valet.

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