Sample School Pick-up and Drop-off Policy

Insert School Name Here

Dear Parent/Guardian,

Please be advised of the following policies for students and parents of (school name here):

1. Parents or caregivers of a child shall use the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for parking, loading, unloading of children at all times. Parking on the \_\_\_\_\_\_\_\_\_\_\_\_ is prohibited. In the event you arrive and designated area is taken, please wait in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_until a space is available.

2. Parents or caregivers shall drive safely and follow all traffic regulation on (name of street) and the surrounding neighborhood, including but not limited to, observing the posted (speed limit) mph speed limit. (\*note, speed limit should be 20 mph or less)

3. Parents and caregivers shall be mindful of adjacent property owner’s safety concerns when driving to and from (name of school). Clients shall be mindful of their noise level when entering and exiting.

4. Parents and caregivers shall not make U-turns or park in neighboring driveways nor make U-turns within street right of way. Parents and caregivers will refrain from any maneuvers that are unsafe or would obstruct flow of traffic.

5. Under no circumstances shall the parent or caregiver do the following while dropping off or picking up their child:

• Honk horn

• Double park

• Park in the middle of the street

* Block crosswalks

• Leave engines running

• Park in the wrong direction on (name of street).

We sincerely request that you strictly follow all conditions listed above without any exception. If you are observed violating any of the conditions state above, we may (insert consequence or talk about enforcement here). We appreciate your understanding, cooperation, and help.

Please sign below stating that you have read, understand and agree to follow the (school name) Pick-up & Drop-off Policy.

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Parent or Caregiver Signature Date

[Sample policy adopted from [Alamedia County Child Care](https://www.acgov.org/ece/documents/drop_off_policy.pdf)]