

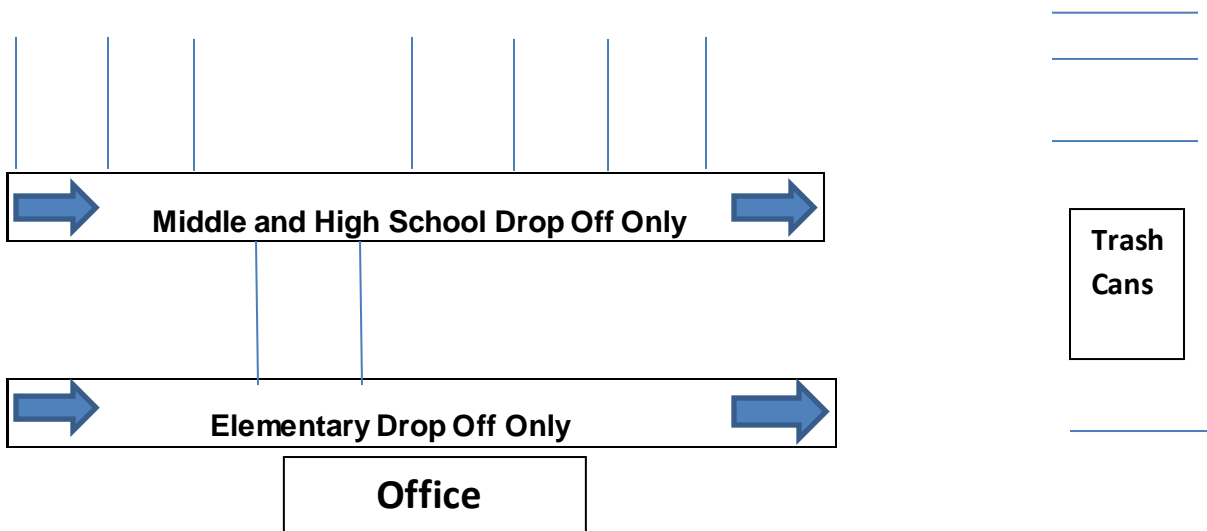
Dear Parents,

December 7, 2017

Since the beginning of the school year, we have had several situations where student safety has been a concern during drop off and pick up hours. The majority of these incidences have taken place in the student drop off and pick up area. The Berean staff has collectively decided to implement a new policy in order to better ensure the safety and well-being of the students.

The area in front of the school outlined in yellow is for pick-up and drop-off only. There is to be absolutely no parking for any extended period of time. No parking will be allowed at all.

During morning drop off, there will be two designated lanes for parents to utilize when dropping their children off. **The lane closest to the main office building marked in yellow (i.e. on the right side as you are driving through) will be designated as the drop off area for elementary children. The outside lane marked in yellow (i.e. on the left side as you drive through) will be designated as the drop off area for middle and high school children.** These lanes will be marked by cones. Parents will be using these lanes only. The middle lane will be closed off preventing access to vehicles. This will cut down on the number of incidences where vehicles are attempting to pull away as children are crossing. Please let your child know they **should always** use the parking lot crosswalk when walking through the parking lot.



During afternoon dismissal, elementary students have been instructed to wait in their lines inside the gated area until instructed by Berean staff to proceed to the pick-up area. Only parents of children in elementary will wait in their vehicles for their children to be escorted to the pick-up area. Each elementary parent will be assigned a color coordinated pass, which will have their child's name on it. The color of the pass will signify to staff which grade the child is in. This will make it easier to call the students up who will be escorted to the pick-up area. If you have more than one child in attendance, you will be given more than one pass. Each pass given will be unique to the student it has been assigned to.

It is important for the parents to **place the passes on the right side of the dashboard near the windshield.** This will help staff to be able to identify the pass as they approach the vehicle.

The new pick-up procedure will only be for students in Kinder- 6th grade, all middle and high school will still remain as is.

We will begin this new drop off and pick-up procedure when we return from Winter break, January 8th, 2018. If you have any questions or concerns please contact the Berean Academy office staff for more information or further clarification on the new pick-up procedure.

Thank You! Berean Staff