



Dear Parents:

**Safety is important to us** during arrival and departure times. The administration recognizes the parents of our children feel the same way. With this in mind, we need to enter into an agreement during the "drop-off" and "pick-up" time. This agreement means carpools must be dropped off or picked up from the proper areas: either Forbes or Hobart Terrace.

In the mornings should there be any spaces available in either parking lot, please refrain from parking in them because they have been assigned to the faculty and staff. If occupied, it will create delays for the faculty getting to class.

Likewise in the afternoon. If any of the assigned spots are empty, they are not to be used by parents as a pick up area. Faculty and staff members come and go at various times throughout the day.

To further promote traffic safety at dismissal time in front of the school on Hobart Terrace, the Santa Clara police have requested the following:

1. Loading and unloading of children would be done on the east side of Hobart Terrace (side closest to school), not the west side, and continue AROUND the circular drive area around the faculty parking lot.
2. DO NOT PARK OR DRIVE OR WALK through the faculty parking lot.
3. DO NOT DOUBLE PARK.
4. Only use Hobart Terrace as a LOADING & UNLOADING area.
5. FOR DISMISSAL ON FORBES:
  - A) Everyone who parks on the south side of Forbes (side farthest from school) **must use the cross walk** where safety patrol members monitor traffic for crossing.
  - B) Do not make any U-turns at any time.
6. Please do not block any driveway at any time.

The administration encourages each family to police itself regarding this safety situation. If this situation does not clear up, the administration will take steps to keep safety a high priority. We hope this does not need to take place.

Cooperation with the school and Santa Clara Police Department will provide a safe environment for our children.

Mr. Ries  
Mrs. Rao