

# PARKING LOT RULES AND REGULATIONS

St. Alban's Drive parking lot is closed from 10:00 am - 2:00 pm for the safety of the students who are outside at recess. Anyone coming into the school during these hours must park in the Van Reed Road parking lot, or in a legal parking space on St. Albans Drive.

Parking is strictly **PROHIBITED** in the Fire Lanes near the school.

The parking lot on the Van Reed Road side is strictly for the use of the district school buses, from 7:00-8:10 AM and from 2:00-3:00 PM. **DO NOT USE** this lot for dropping off or picking up car riders.

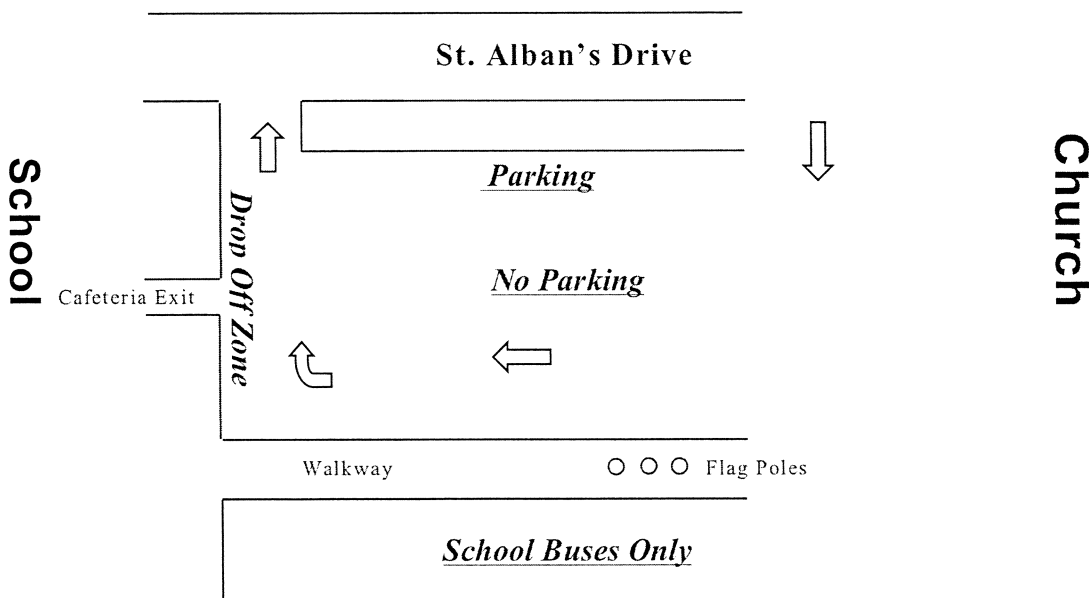
## Morning Drop Off

### Car Riders K-8

- No student may enter the building prior to 7:15 am
- Students who are driven to school must be dropped off on the St. Alban's side of the parking lot and enter the doors closest to the kitchen. Parents are asked to pull up as close to the drop off area as possible. Students should exit on the drivers side of the car.
- Only students may enter the building at this time; Any parent or guardian who needs to come into the building must sign in at the main office. (This should be done only for special circumstances, such as dropping off a project or birthday treat.)
- If parents/guardians need to get out of their car for any reason, they should park along the fence closest to the St. Alban's side of the parking lot. (Spaces 66-97)

### Pre-K

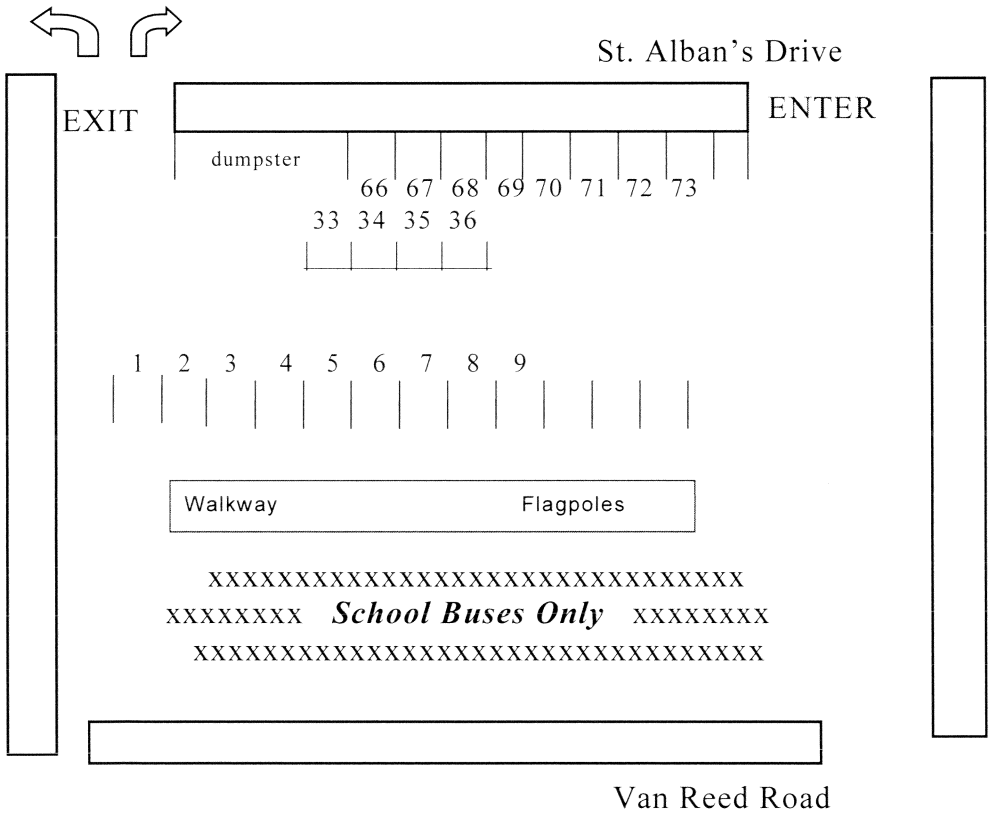
- Pre-K students will be dropped off at the gym entrance between 7:45 and 8:00 am.



**Afternoon Pick Up**

**Pre-K -8**

- All families will be given a specific parking space which will be your space for the entire year. A parking pass registration form is attached to this document.
- Parents/Guardians should stay at their car, not come to the doors to get their children.
- Faculty and staff members will walk the students out by families to their designated parking spot.
- All parents/guardians who are picking up their children must be in their assigned space in the parking lot. **No one should be parked on the street.**
- Parents/Guardians will not be allowed to enter the building until after 2:45, at this time any parent/guardian who does enter the building needs to sign in at the school office.



**Parking Pass Registration Form**

**Please return to St. Ignatius Loyola Regional School**

All families who will be picking up their child from school will need a parking pass and an assigned parking space. Please fill out the information below and return it to school at your earliest convenience. You may email your parking permit to [thenshaw@stignatiusvikings.org](mailto:thenshaw@stignatiusvikings.org) or drop it off in the school office. Spaces will be assigned on a first come basis.

Family Name \_\_\_\_\_

**Children**

Name	Grade
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

We will be turning Left \_\_\_\_\_ Right \_\_\_\_\_ (please check one) out of the St. Ignatius Loyola Regional School parking lot.

Space Number \_\_\_\_\_  
(office use only)