

## AISU Arrival and Departure Procedures

At AISU, we are committed to creating and maintaining a safe environment for students, parents, and staff. This includes creating and enforcing safe practices in our school parking lot. For this reason, we would like to share with you the following expectations and procedures to ensure a safe parking lot at our school.

### Entry/Exit

All cars should enter and exit the parking lot from the east entrance off of Galleria Dr. or the north entrance off of Murray Blvd. Cars will not be allowed to enter or exit from the south end of the parking lot during at any time during school hours, 8:00am-4:00pm.

### Drop Off and Pick Up Procedures

#### *Kindergarten and Elementary*

When entering the parking lot, all cars should stay in the left lanes and pull forward until they reach the designated area for elementary school. Drivers should always pull all the way forward and continue to pull forward as other cars leave.

#### *Middle/High School*

When entering the parking lot, drivers should stay in the right lanes and pull forward until they reach the designated area for middle/high school. Drivers should always pull all the way forward and continue to pull forward as other cars leave. The middle lane is to be used as a pull-out lane to enter the through lane and not for unloading/loading.

### Parking

No parking is allowed in the loading lanes. If drivers need to assist their children into the car, they may do so but in a quick and efficient manner. For conferences or conversations with teachers drivers need to please park their car in the parking lot and come into the school. If visitors need to come into the school for any reason they must park in the parking lot. Drivers must park only in designated parking stalls. Drivers must not park in crosswalks, driveways, or pick up-drop off areas. Designated handicap parking stalls are only to be used with a permit.

### Pass-Through Area

We have added a new designated pass-through area for parents to park and wait for a maximum of 5 minutes. This area is indicated in blue on the map on the south side of the parking lot. This will allow for parents to park and unload students in the mornings or park and wait for students to leave the building in the afternoons without blocking the loading lanes.

