



# Arthur C. Newby Elementary

August 18, 2017

Dear Newby Families,

Next **Thursday, August 24, 2017**, we will be implementing a new car rider dismissal procedure. This change is being made solely for the safety and security of our children and staff members here at Newby. This procedure is being modeled after the three other Speedway elementary schools and many other schools across the nation. Beginning next Thursday, we ask that you please follow the flow of traffic heading north on Whitcomb Avenue with your car tag visible in the front windshield and that you stay in your vehicle.

Once prompted by a staff member, you will pull into the "Loading Zone", which will be marked by yellow cones, and wait for a helper to load your children into the vehicle. Also, please allow your children to enter the vehicle from the passenger side only. After they have gotten into the vehicle, exit the "Loading Zone" safely and promptly.

The "Loading Zone" will hold 5 vehicles at a time while the rest of you wait behind the white line in our "Staging Area", which is located at the beginning of the Fire Lane. Once those vehicles leave, we will ask for the next group to pull into the "Loading Zone" and so on. Any vehicles heading south on Whitcomb Avenue will be directed to continue moving and join the car rider line heading north.

If you live near the school and plan on walking to pick up your children, please wait at the southwest corner of the building and inform your child's teacher before Thursday, August 24th that he/she is a "walker." The "walkers" heading west toward Cunningham Road and south toward 16<sup>th</sup> Street (these are the "walkers" who have in the past come out the main entrance with the car riders) will now exit the southwest door approximately four minutes after car rider dismissal begins to allow for the car rider vehicles to exit the area which will create a safer environment for our "walkers". "Walkers" that live north toward Speedway Drive and east toward Lynhurst Drive will continue to exit the doors by the staff parking.

Please see the detailed map that is attached to this letter for a further explanation of the new car rider procedure. Again, this change is being made to ensure the safety of the Newby students and staff. I do anticipate that the first 7-10 days of implementation will take longer than our traditional dismissal, so I ask that you stay patient as we become more efficient with the process. If you have any questions, please feel free to contact me at 317.241.0572.

Respectfully,

Lance Schnaus  
Principal

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