Dear Riverwood Community,

Safety at Riverwood is always our first priority. Below is a list of carpool procedures and student parking guidelines that will help create a safer environment for all students and drivers. In order to create that safe environment and expedite carpool in the safest and most efficient manner, we ask that you follow the procedures below. Please review them yourself and with your students.

Do’s
✓ Please drive slowly – the speed limit is 5 mph at all times
✓ Remember that there is only one car, student permit allowed per family
✓ Pull all the way forward to the second crosswalk in front of the media center before allowing your student out if there are no other cars in front of you
✓ Have your student prepared to leave the car prior to stopping
✓ If your student has sports equipment, projects, musical instruments or you’re changing drivers please pull all the way down to the Auditorium
✓ Ensure that your student exits the vehicle in the lane closest to the curb and on the passenger side of the vehicle
✓ Follow the directions of the Riverwood staff
✓ Be courteous and patient
✓ During inclement weather plan ahead and leave early
✓ Always yield to pedestrians
✓ Consider placing your student on the bus, carpool with another family or allow your student to walk
✓ Talk to your student about parking only in student parking, not faculty parking, or the construction lots near the baseball fields

Don’t
✓ Allow your student to be on their cell phone or use yours while in the carpool lane
✓ Allow your student to enter any door other than the Main Office door
✓ Fail to pull all the way forward
✓ Block the crosswalks, there are two
✓ Use the Heards Ferry entrance.
✓ Allow your student to drive to school without a parking permit. Parking permits are not issued to 10th graders. If your student parks on campus without a parking permit this may prevent them from getting a permit in the future.
✓ Park on campus with a fake permit or no permit as it will result in the car being booted and a $50 fine

Thank you for your assistance in creating a safe arrival and dismissal for our students.

Sincerely,

[Signature]

Mr. Tim Doherty
Assistant Principal
Riverwood International Charter School
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February 12th, 2020