

Yellow Zone / Drop Off Procedure

There are two areas in the Forks Elementary School parking lot

1. **RED ZONE (circle parking lot directly in front of the school entrance):**
 - Park in a parking spot
 - Escort your student to the sidewalk or all the way into the building
 - STUDENTS CANNOT WALK THROUGH THE PARKING LOT BY THEMSELVES
 - DO NOT pull up to the sidewalk to drop your student off
 - Red Zone is a fire lane

2. **YELLOW ZONE (loop next to Spartan Field with yellow arrows on pavement):**
 - Drop student off at the end of the building (play shed)
 - Students are expected to walk to the main entrance of the building on the sidewalk

Picking up your student at Yellow Zone

- All students will be brought to Yellow Zone (at the end of the play shed) pick up area by a staff member.
- You have two options
 - Drive through Yellow Zone loop and wait in line for your student. A staff member will direct your student to your car when you reach the front of the line.
 - The staff member on duty will only release your student to approved individuals on your student's emergency locator card or with a note that has been pre-approved an hour before school gets out on that given day with Forks Elementary School office.
 - You can park in a parking spot and wait at the end of the play shed near staff. You **MUST** communicate with the staff member on duty before taking a student