

Drop-off and Pick-up at Poly Prep Lower School

Yearly, we send out an update on the parking procedures for drop-off and pick-up at the Lower School. We ask for your assistance in complying with the procedures in order to assure the safety of our children as well as to continue our positive relations with the local authorities and neighbors. This year there have been significant changes on Prospect Park West that affect drop-off and pick-up for the 2010-2011 school year.

The Department of Transportation has added a bike lane on PPW that runs between Union Street and Bartel Pritchard Square. There are now two lanes of traffic on PPW instead of three. The reduction of one lane has made double parking exponentially more dangerous. It inhibits the flow of oncoming traffic, blocks emergency vehicles from passing, and most importantly, threatens the safety of our young students. No double parking on PPW will be permitted at any time.

The traffic conditions have presented new challenges for us, and we have been working closely with the Department of Transportation and the 78th Precinct in order to strategize and plan for the coming school year. In accordance with our agreement with the local authorities, we have been granted an easement in parking restrictions for parents of Nursery and Pre-Kindergarten children only. Parents of Nursery and Pre-Kindergarten children will be issued parking permits that allow for parents to double park on 2nd Street from 8:15 to 8:45 am and 2:45 to 3:15 pm in order to walk these young students to and from school. To be clear, this easement does not permit double parking on PPW and is strictly a courtesy. We must remember that double parking is illegal.

Please note our new procedures below:

- In the morning, the spaces in front of the school are to be kept clear for buses and for parents dropping off students in Kindergarten through Grade 4. Signs have been installed by the city indicating that no parking is allowed in this area. We have put together a schedule for four to five faculty and staff members to be on hand from 8:15 until 8:45 each morning to help retrieve children from vehicles. Please pull up to the curb in front of the school; a Poly staff member will open the door and guide your child to the entrance. Please have your child have his/her belongings together to keep the time needed for your drop-off to a minimum.
- You may not leave your car on PPW for any reason and this will be strictly enforced; traffic personnel have made this quite clear. Any K-4 parent who needs to come into the building will need to find legal parking. Coincidentally, due to MTA budget cuts, the B-69 no longer runs on PPW and the bus stops have been reassigned as available parking. The alternate side regulation is not in effect until 9:00 am so there is a possibility of available parking in the former bus stops.
- For parents of students entering Nursery and Pre-Kindergarten, drop-off occurs in the classroom, so you will be permitted to double park on 2nd Street for a 10 minute window from 8:15 to 8:45 am. That being said, 2nd street is narrow. Sanitation trucks, fire trucks and emergency vehicles must be able to pass on the street, so please park carefully. We must also be mindful of our neighbors who live in the surrounding blocks; please return to your car expeditiously.
- If you have a child entering Nursery or Pre-Kindergarten and would like to register for a parking permit, please see Amy Schlansky, Associate Director of Safety and Security. If you would like to get your permit in advance, you may e-mail Amy with the information listed and one will be mailed to you. Amy may be contacted at aschlansky@polyprep.org or 718.768.1103 x 6566. Please provide the following information:

Parent Name
Child's Name & Class
Parent Cell Number
Vehicle Plate Number
Make of Vehicle
Color of Vehicle
State of Registration

- Early Bird drop-off will still be available from 8:00 to 8:30 each morning. This year, however, we ask that parents/caregivers dropping off children come to the entrance at the top of the stairs. Children in Early Bird will be settled in the library, not the dining room as in years past. This will make supervision easier for the teachers and enable us to better monitor who's coming into the building.

These rules, established by Poly personnel with suggestions from representatives of the Department of Transportation and the Police Department, are only for drop-off. They represent what we hope will be best practices though we know we will have to adjust our plans as the year progresses. We will work with the faculty next week to determine best practices for dismissal. Our goal is to minimize the time it takes to retrieve your children while keeping them safe. Once our rules are codified, we will email them to you immediately. At a minimum, the restrictions for double parking on PPW during the afternoon will be enforced. Again, we are cooperating with the local authorities while modeling for the students what it means to be a good citizen and a good neighbor.

This new situation will be challenging for all of us, and we realize that there will be a bit of a learning curve for parents as well as school personnel. Please do all that you can by obeying the procedures above and exhibiting patience while we hone our system. Again, our utmost goal is to keep our children safe! Thanks in advance for your help in this matter.