

Dear Families of KTEC – West Campus,

I would like to take this time to update you on the current drop-off / pick-up situation. As you know KTEC has invested a large amount of money to build our new drop off lanes on the north side of the building. This space has allowed us to separate traffic patterns and create a larger area for our students to play. We have been working hard with the City of Kenosha and police department to make sure that it is used to the best of our ability. We really need to come together as a community and a KTEC family to make sure we understand the procedures and have them run as smoothly as possible. I need everyone to understand that this is a process and we are doing the best we can, but this is for the safety of our children we are talking about. Please exhibit patience, and caution, when driving through our neighborhood to ensure the safety of our staff and children. **Below are some changes to our procedures that go into effect on October 9th, 2017.**

Drop – Off

4K will be utilizing the west parking lot off of 33rd avenue for drop off. The best way to do this is by coming from the south on 33rd and turning right into the parking lot. Please pull all the way forward, by the concrete slab, where our staff will assist you. Please don't exit your vehicle until you are all the way up by our staff. Please do not get out of your vehicle on the school side of 33rd Avenue and walk your child up; your vehicle would block the flow of traffic, and you might be subject to a citation.

Kindergarten, 1st, 2nd, 3rd and 4th Grades we recommend dropping students off on 32nd Avenue by Door 1. This is the most convenient place to drop off that doesn't disrupt the flow of traffic. If you are utilizing 58th St. to drop off in front of the building only come from the East and drop off by a staff member. **Please don't enter 58th from the west it creates too much congestion.**

5th, 6th, 7th, and 8th Grades will be utilizing the new drop off area on the north side of the school. You will enter in from 32nd Avenue and continue through the lanes. The left lane will continue moving until you reach the front of door 12 where you will drop off your child. If you are utilizing the right lane you will pull up to where the painted cross walk is and drop students off with a staff member there. After that you will continue to stay to the right and merge into the exit on 33rd Avenue. **No entering the back lot from 33rd Avenue is allowed; this disrupts the flow of traffic and creates an unsafe environment.**

Key factors for Drop-Off

1. **Drop off only where the staff is located.** This ensures the safety of the students.
2. **Have your students ready to exit the car with everything they need for the day.** To make this run as efficiently as possible we want to be able to open the door for them and have them exit the vehicle.
3. **Do not try and exit the drop-off line and attempt to go down the middle of the road.** It slows down traffic, creates confusion, and congestion. 32nd Avenue is extremely narrow and there isn't enough room for two-way traffic to work. Please stay in the drop off line, drop off students by our staff, and continue south on 32nd Avenue. These attempts to skip ahead create an extremely dangerous situation for staff and students.
4. **Be courteous to our staff, students, and families.** I understand that traffic can be a frustrating process; however, we are all members of the KTEC family. There is no need for profanity, speeding off, or any other disrespectful action.
5. **If you have multiple children, we always recommend dropping off where the youngest child needs to be dropped off** (the other children can then walk to their lines). If you have a 4K student your children can wait with them until students start to enter the building if you'd like to utilize the 4K drop off on 33rd avenue.

6. **Don't get out of your vehicle when you are in the drop-off line.** I have been working closely with the Kenosha Police Department and City of Kenosha to ensure parents are not being ticketed for following our drop off procedures. However, the one act that negates the "stopping or standing" rule is when you exit your vehicle in the drop off line. You should remain in your vehicle with the car running to be considered stopping or standing.

Pick Up

4K – Parents will utilize 33rd avenue heading north and enter into the west side parking lot (as done in drop off). **Please remain in a single file line; two lanes create an unsafe situation for our students.** If there isn't space and you are backed up onto 33rd please do the following: remain in your vehicle, do not block the sidewalk, and when cars move up slowly pull forward. Once you have reached the cement slab by the teachers you can help them get your child into the car.

Kindergarten – 3rd Grades – Your children will exit out the doors that they enter in through in the morning. Just like in drop off you may line up along the school side of the building waiting for your children. We recommend not getting here any sooner than 15 minutes or so before school dismisses at 3:20 (2:20 on Fridays). We have been working with the KPD and City of Kenosha to alleviate traffic congestion and really need your cooperation with this. To make things easier for families with multiple children we recommend all of your children going to the youngest sibling's door to wait. Students, once dismissed from their class, may walk through the building and out the door to wait with their siblings. We highly recommend sitting down as a family and discussing your pick up plan with your children. This alleviates confusion for them.

4th, 5th, 6th, 7th, and 8th Grades – Your children will be dismissed from Door 12 (the rear entrance located in our northern drive thru lane) unless of course they have younger siblings and then they should go to the youngest child's door. If you are picking up in the north drive thru lane we will be utilizing the left and right hand lanes. With two lanes in the afternoon will allow for more cars to enter our premises. We will have students standing in the coned off area so we can dismiss students to both lanes. The left and right lanes will merge to exit onto 33rd Avenue where we expect you to take a right turn. Please be patient, courteous, and kind to the staff and parents when working through this process with us. Wait in line, pull ahead when space is available, and don't try to skip ahead.

Key Factors for Pick-Up

- 1. Don't arrive more than 15 minutes or so before dismissal. It creates congestion amongst the neighborhood and could end up in a citation from the city.**
- 2. Do not leave your vehicle if you are picking up on the school side of the street; if you do you are no longer considered "stopping or standing" and could receive a citation.**
- 3. Please do not enter into the back north lot from 33rd Avenue. That is an exit only.**
- 4. Please leave plenty of space between your vehicle and the crosswalks, entrance ways, and neighborhood driveways.**

Thank you for your help with this issue. KTEC has been working very hard since we have been in this building to work with all parties involved to make this as smooth as possible. We have invested our time and money towards an equitable solution. We are continuing to work on this and will post any updates that occur on our website. Out of everything we have done... you can make the biggest impact by being respectful, responsible, and safe.

Thank you,

Scott Hodges

Assistant Principal – KTEC West Campus

