



## Morning & Afternoon Parking Lot Duty 2009-2010

Hi Classroom Traffic Coordinator!

Edna is proud to announce the first year of its Car line Program! In order to make this program a success, we need volunteers to assist in the opening and closing of car doors in our drop off zone where students are dropped off and picked up each day. The primary purpose of this program is to facilitate a safe procedure that will keep children from walking through busy parking lots. Another important reason for this program is to attempt to make drop-off and pick-up so easy that drivers won't be tempted to park in our already overcrowded lot, even for just a moment. The car line also helps to alleviate traffic backing up on Lomita Drive at drop-off and pick-up times. Please be patient though, as we're sure to encounter some growing pains while we figure out the proper procedures.

Each classroom has been assigned certain weeks throughout the year to cover the parking lot duties. As Classroom Traffic Coordinator, you'll need to solicit and coordinate the volunteers for the weeks that your classroom is on duty, and to the best of your ability, ensure they show up.

### Your role is best described as a 3-step process:

1. Determine the names of your volunteers at least two weeks before your weeks of service. Generally, a note in the class bulletin or a note sent home separately is a great start. E-mail is also a great way to easily communicate to your room parents., but remember, not everyone has an email address or checks their email regularly.
2. Fill out the enclosed schedule and return it to the manilla envelope marked "Debra Carney" in the office no later than one week prior to your week of service. This information is printed in *The Pony*.
3. One week prior to the start of your week, email and/or call your volunteers to remind them of their schedules.

### For morning duty, 5 volunteers are needed each day:

5 volunteers in the Back Main Lot      **8:15am to 8:40am**

### For afternoon duty, 5 volunteers are needed each day:

5 volunteers in the Back Main Lot      **2:40pm to 3:15pm** Mondays, Tuesdays, Thursdays and Fridays  
**1:20pm to 2:00pm** Early Dismissal Wednesdays

(Please check the school calendar and note any *holidays or minimum days* for your scheduled weeks)

Your help with this effort is both appreciated and very important. The safety of all of our children at Edna Maguire is central to this program. If you have any questions, please don't hesitate to contact me.

Thank You!!

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