

West Towson Elementary School

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December 10, 2018

Dear Parents,

Over the past several years, the number of families choosing to use the carpool line for arrival and dismissal has increased. With more cars entering the campus that West Towson shares with Ridge Ruxton, issues with congestion have driven the need for changes in West Towson's carpool procedures. Cars are often queued onto Charles Street. After consulting with the representatives from the Office of School Safety and the Office of Transportation, the following changes will be made in drop off and pick up procedures. Please read the following information carefully. A map displaying the new carpool route is included with this letter. The new procedures will be put into effect beginning **Tuesday, December 11**. For the first several days, the administration, representatives from the Office of School Safety, and West Towson's SRO will be assisting with the transition.

In the morning, after entering the school campus from Charles Street, drivers should turn right into the parking area down the hill from the Ridge Ruxton School as they currently do. Instead of stopping at the intersection of the driveway in front of Ridge Ruxton, drivers will drive around the back of Ridge Ruxton to the turnaround area behind West Towson. Staff members will be on hand to open doors and monitor the children as they enter the building through a hallway next to the gym. The children should be ready to exit their cars on the curb side when the drivers pull up, after brief, final good-byes. Children should not exit until staff members move over to their cars. Drivers will then loop back to the driveway behind Ridge Ruxton, turn in front of Ridge Ruxton, and exit the campus by turning left before entering the West Towson bus loop as was done in the past. It is important that drivers follow these guidelines and drive in a slow, safe, and considerate manner. Adult supervision is provided at the carpool drop-off area between 9:05 a.m. and 9:18 a.m.

In the afternoon, pick-up procedures are similar to those explained above for morning drop-off. After entering the school campus from Charles Street, drivers should turn right into the parking area down the hill from the Ridge Ruxton School and drive around the back of Ridge Ruxton to the turn-around area behind West Towson. Once the West Towson staff members assigned to afternoon carpool duty arrive with the students behind the school, they will assist the children meeting their rides. Students will wait on the sidewalk until their cars arrive. When the weather is bad the children will wait in the hallway. Drivers are asked to arrange for children to enter their cars on the passenger side. This avoids the need for children to walk into traffic. Once again, drivers are reminded to drive in a slow, cautious manner while on school grounds, allowing buses and people crossing the driveway to have the right of way. Parents collecting their children in the carpool line may not leave their cars while waiting in line. Students may not leave the carpool waiting area to meet drivers who have parked their cars or are waiting in line.

The children walking between West Towson and the sidewalk beside Ridge Ruxton leading to their neighborhood will cross the driveway assisted by a staff member. The children and teacher have the right of way and will cross at the crosswalk.

Your assistance with these new procedures is greatly appreciated.

Sincerely,

Sue Hershfeld
Principal

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