



Corcoran Unified School District

1520 Patterson Avenue, Corcoran, California 93212
(559) 992-8888 – Fax (559) 992-1248

August 1, 2022

Dear Parents/Guardians:

The safety and well-being of our students is our number one priority. We are instituting a new morning drop-off procedure at Bret Harte Elementary, John C. Fremont Elementary, Mark Twain Elementary and John Muir Middle School beginning on the first day of school. The goal is to have a safe and orderly drop-off procedure in place for students to arrive safely to school.

A best practice for schools is to create a single car pool lane that unloads directly onto a sidewalk adjacent to the school and near a main entry point into the school. The drop-off begins as early as 7:30 AM. Consider coming as early as 7:30AM to avoid any traffic delays. School begins at 8:00 AM.

Each school will be utilizing their circle drive to help with the morning drop-off. While each school does differ in some of its facilities and practices, the drop-off procedures will adhere to the following guidelines.

- Drive slowly when entering and exiting the circle drive/parking lot
- Follow the vehicle in front of you and keep the line moving forward
- Parents must follow the staff's direction and pull up with traffic to the unloading area
- Please do not pass the vehicles in front of you
- Children must be ready to exit the car as parents pull into the unloading area (no looking for backpacks, putting folders away, etc.) or the driver may be directed to circle the block until the children are ready to exit
- Children should exit the vehicle on their own at any point within this loading zone. Traffic will not move efficiently if all drivers try to drop off their children at the exact lineup location. *Students will unload on the right side of the vehicle closest to the sidewalk*
- Parents must NOT get out of their vehicles to assist with unloading their children
- Parents should pull away when the car door closes. Please follow the vehicle in front of you and keep the line moving forward
- Please do NOT park your car in the circle drive's unloading area and walk your child in as this can be very dangerous with the flow of traffic

A staff member may help your child from your vehicle and will direct them through one of the school's entry points. This allows for a smooth transition for your child, and facilitates the flow of traffic. It is very important to arrive on time, so that your child may begin their day alongside their classmates and teachers. For the elementary schools, students arriving prior to 8:00 AM will be able to go to the cafeteria for breakfast.

If you need to help your child into the school or need to visit the school's office, please park your vehicle in an available parking stall or park along the street curb where parking is permitted. Use the sidewalk leading up to the school and avoid walking through the drop-off area.

All traffic will flow in one direction in the drop-off area. Cars that have been parked and those in the drop-off areas will all need to proceed through the circle drive in the same direction. Please do not attempt to drive against this traffic flow. The speed limit is 10mph in the circle drive/parking lot.

We also want to ensure that our students walking to and from school practice safe behaviors. At all times, our students should be using the sidewalks and avoid walking in the street. When crossing the street, all students and accompanying adults should be using the designated crosswalks. Crossing the street in the absence of crosswalks interferes with the normal flow of traffic and places your child in serious risk of getting hit by an oncoming vehicle.

Thank you for your cooperation and patience as we institute this new morning drop-off procedure. We are confident that this new procedure will create safer drop-off conditions for our students, decrease traffic congestion around the schools and speed up the drop-off time in the mornings. If you have any questions or concerns, please contact the school principal. In addition, there are videos and maps that you are able to view on our website to familiarize yourself with the drop-off procedures for each school. They can be found at <https://sites.google.com/corcoranunified.com/student-drop-off/home>

Thank you again for helping keep our students safe!

Sincerely,

A handwritten signature in blue ink, appearing to read 'Eduardo Ochoa', written in a cursive style.

Eduardo Ochoa
Superintendent