

Dear Summit Family,

I'm writing to ask for your help. I've spent a great deal of time evaluating safety concerns related to our drop-off and pick-up procedures. Each day we ask children and families to cross an increasingly busy street. It is my understanding that our process has been in place for many years. There is comfort in routine, and I understand that but what if there is a better way?

I've met with our school leadership team, and we've agreed to try a new approach to drop-off and pick-up. **We will experiment with redirecting traffic beginning Monday, October 21 (after fall break).** Change can bring challenges, so we will fine-tune and adjust as we go. We are committed to this new drop-off and pick-up process until Thanksgiving break. At that time, we will have a clear picture of its effectiveness going forward.

**I'm attaching a map of our campus.** This map highlights our desired entry points and drop-off zones for both elementary and secondary students. Please review it carefully and read the important notes on the side of the page. Elementary children will now drop-off directly in front of the elementary building in the areas marked with lime green cones. Secondary students will continue to drop-off next to the gymnasium. Please help us reduce the Broadway traffic by entering our campus via College St. (elementary) or Commercial St. (secondary).

**I need two things from you during this trial run.** One, I need your cooperation and patience. I promise to work hard to alleviate any frustrations, but please give our team time to process and implement tweaks. Two, I need your feedback. This project is a balance of student safety and parent convenience. I will always error on the side of student safety, but we are keenly aware of the need for the drop-off process to be convenient for everyone - parents, students, and teachers. Feel free to email me directly and share your ideas or concerns. I value your input. My contact information is listed below.

Thank you for being a part of the Summit family. God bless you, and I pray you to have a wonderful fall break.

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*This information is also available on our website - <https://summit.school/drop-off-pick-up-procedures/>*