

Dear Parents,

I am writing to briefly review the procedure for morning drop off in the front of Saint James. Our procedures are intended to safely and as efficiently as possible, bring our students into the building each day. We are also compelled to adhere to the traffic pattern and parking restrictions provided to us by the Red Bank Police Department.

Please be advised that there is no parking on either side of Peters Place during school hours on school days. **Also during entry and dismissal, Peters Place is designated a one way street moving in the direction from Broad Street to Maple Avenue.**

During morning drop off you will notice two signs in front of the building along the sidewalk. The first is a yellow sign denoting the school bus drop off zone and the second is a red sign denoting the parent car drop off zone. It is important that when your child is dropped off it is forward of that red sign. This provides enough room for our busses which arrive sporadically in the morning, to get as close to our main entrance as possible.

We ask that if at all possible you not stop and get out of your car to drop off your child and therefore help keep the line of cars moving. This will help to avoid congestion which hinders both the busses and additional parents bringing their children to school. Also please be advised that due to the fact that Peters Place is designated as one way during this time you are not to make a "U" or "K" turn after dropping off your child which also creates an unsafe situation as a result of the high volume of traffic in this area during this time.

If we can all adhere to these guidelines we will be able to maintain a safe drop off not only for our children but for all of our motorists and bus drivers as well.

Respectfully,

William A. Cardone

Principal