



FAIRFAX COUNTY
PUBLIC SCHOOLS

Vienna Elementary School

128 Center Street, South
Vienna, Virginia 22180
703.937.6000

MEMORANDUM

Date: September 3, 2009
To: Our Vienna Community
From: Jeanette M. Black, Principal
Re: **IMPORTANT: NEW ARRIVAL AND DISMISSAL PLAN**

We are delighted that our renovated parking lot allows us to more safely provide entrance and exit to the school for both cars and buses. The following plan, approved by the Office of Safety and Security, eliminates the need for buses and cars to use the same entrance and egress. Please note the following changes and refer to the map on the back of this memorandum:

- The new entrance to the school is between the office and the gym and is labeled **Door 2**. This is a temporary entrance that will be used until the new front lobby and offices are finished mid-October. All students will enter through this door. Our previous Door 9 entrance is closed.
- The previous entrance to the parking lot is **now a bus entrance only**.
- The entrance by Waters Field, directly across from Locust Street, is now the **Kiss and Ride entrance and exit only**. A portion of this area is in progress and is scheduled to be finished by Sunday, September 6.
 - As noted in the map, cars will enter from Center Street; follow the arrows, drop students off, and then exit through the designated route.
 - It is imperative that you remain in the kiss and ride line and that you do not pass cars in line or attempt to cut through the parking lot. We need to work together to ensure the safety of our students.
 - Handicapped parking spaces are located in front of the office trailer. Those accessing handicapped parking spaces will need to remain in the kiss and ride line while entering and exiting.
 - If you plan to park and walk your child into the school on the first day, we recommend that you park on the street. You will not be able to enter the bus entrance to park once arrival has begun.

The key to the success of a safe and speedy arrival and dismissal is your cooperation and patience! If everyone follows the new process our kiss and ride line will move more quickly because we are not sharing space with the buses. Remember that riding the bus is a safe, environmentally sound, and efficient way for your student to arrive at school. Our staff will be in full force to help guide the way.

See you on Tuesday! Please ask if you have any questions.