**WINCHESTER ELEMENTARY SCHOOL**

 183 South Elm Street

 Winchester, Illinois 62694

 Telephone (217) 742-9551

 STEVE MOORE, Board President THAD WALKER, Principal DAVID ROBERTS, Superintendent

Dear Winchester Elementary School Parents/Guardians,

Safety during the before- and after-school traffic has long been a major concern of district officials, as well as for parents/guardians. To ensure continued protection of our students, a change to morning drop-offs will be implemented beginning December 2, 2013.

 Before school, vehicles will be allowed to enter the elementary area via Elm Street in a single line. Orange cones and a sign indicating “student drop off behind this point” near the cafeteria will designate the point at which students are to exit the vehicles and proceed to the cafeteria entrance. Drivers, after checking for on-coming traffic from behind, can then make a left turn and exit the property via the north end of the circular drive to West Walker Street (along the south end of the football field).

Buses will continue to drop off students in front of the cafeteria doors. The only vehicles that will be allowed to proceed past the corner of the cafeteria to the drive in front of the elementary school are staff and those vehicles dropping off Pre-Kindergarten students; and they MUST obey bus stop arms.

As with any change, this plan may take some time to get used to and may need further modification. We thank you in advance for your patience and cooperation in assuring the safety of the children.