



WILLIAM LAND ELEMENTARY SCHOOL

EDUCATIONAL INSTITUTE PERMIT PARKING PROCEDURES



LISTED BELOW ARE STEPS THAT SCHOOL VOLUNTEERS, SUBSTITUTES, AND PARENT CHAPERONES NEED TO FOLLOW TO SECURE PARKING AROUND THE PERIMETER OF THE SCHOOL

1. Go to the front office (office opens at 8:30 am).
2. Explain to office staff your role on campus for that day (library volunteer, classroom volunteer, field trip chaperone, etc.).
3. A permit will be signed out to individual if visit exceeds more than two hours.
4. If visit is less than two hours, park across the street from the school where two-hour parking is available.
5. Sign out a hanging placard (permit) to be displayed on your rear view mirror. Provide office staff with driver license to keep in office for duration of stay.
6. Park your car along assigned street and curb slot (parallel parking).
7. Driver license will be returned to you at the end of your visit for the day when permit is returned to the front office.

YOUR COOPERATION AND UNDERSTANDING WITH THIS PROCEDURE IS GREATLY APPRECIATED TO ENSURE PROPER USE OF OUR PILOT EDUCATIONAL INSTITUTE PERMIT