

**LAKEFOREST ELEMENTARY SCHOOL**  
**3300 BRIARCLIFF DRIVE**  
**GREENVILLE, NC 27834**  
**(252) 756-3941 – OFFICE**  
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**Anthony Perkins**  
**Principal**

**Katherine Swain & Natalie Barnes**  
**Assistant Principals**

The staff of Lakeforest works to ensure the safety and efficiency of our car riders during the arrival and departure process. We have procedures in place to protect students, families and staff therefore if you choose to transport your child by car to Lakeforest Elementary you will be required to follow the following procedures. Please read carefully.

**Arrival:**

- All cars must enter the car line turning right from Briarcliff Dr. This was determined to be safest by Greenville PD to keep visibility clear when cars are exiting the school.
- After the first week of school on **Tuesday, September 5th**, no cars are allowed to park in the school parking lot and walk student(s) through the car line for drop off. This is for the safety of our students, parents, drivers, and staff as well as to not slow down the process of moving cars through the line.
- Walkers that come from neighborhoods must enter the school premises at the schools main entrance and follow the sidewalk up the school (left side of school).
- Anyone needing to do business inside the school such as registration, parent conference, etc. must let the parking lot staff know why they need to park and then the staff member will show them where to park. \*Dropping off students is not business and will be directed to 'U' turn and get in the car line.

**Dismissal:**

- All cars must have a registered 2023-2024 car tag, **previous years tag will not be accepted after Friday 9/1/23**. Car tags can be registered online by filling out the form located on the Lakeforest website and picking them up in the main office from 8:30-1:30.
- There is no "Park & Pick Up" on the Lakeforest premises. All cars must come through the line with a visible car tag. If a vehicle does not have a car tag they will be instructed to park and wait until the car line is empty and then the office will do an ID check. \*We will not stop car line progress to call for ID checks or parents that do not abide by the procedures we have set. We will begin ID checks after the car line has slowed, approximately 2:50pm.
- Walkers from neighborhoods will be brought to the grassy area at the entrance of the school by a staff member. If your child is a walker you will need to meet them there and not come up to the front of the school building. Please let your student's teacher know if they are a walker.

We appreciate your patience and understanding as we have assessed the needs of the car line procedures. The administration at LFE has adjusted procedures for the safety and security of our students, families, and staff. Please note that if the car line process does not work in your schedule we will be happy to assist with getting your students on bus transportation with designated stop information and arrival times.