



***Cultivating Leaders of Tomorrow; Empowering Young Women***

Dear Parents and Guardians,

We would like to provide you with some important and necessary information about our school campus. There are some unique **facts** about our school:

- ✓ Our school building is located at 133 Hoover Drive - Summers Parker Campus
- ✓ Our school building is shared with another school - Discovery Charter School
- ✓ Our main school entrance is located in the rear of the school campus building
- ✓ We have limited parking spaces in the YWCP parking lot
- ✓ We have different entrances depending on the reason for visiting our school

Please see the chart below outlining different procedures for picking and dropping off students:

<b>Drop-Off Student:</b>	<b>Location:</b>	<b>Procedure:</b>
7:15 – 7:40 a.m.	Hoover Drive side of school (Please do not pull into bus loop)	Drop student off – no sign in required
After 7:40 a.m.	YWCP Main Entrance – Rear of the school building	Drop student off – student will need to sign in and receive pass to class
<b>Pick-Up Student:</b>	<b>Location:</b>	<b>Procedure:</b>
3:10 – 3:30 p.m.	Hoover Drive side of school (Please do not pull into bus loop)	Pick student up – no sign out required
After 3:30 p.m.	YWCP Main Entrance – Rear of the school building	Pick student up – no sign out required
During the school day	YWCP Main Entrance – Rear of the school building	Must enter building and sign out student
After-School Athletics and Events	Hoover Drive side of school in the bus loop	Pick student up – no sign out required

<b>Attending Athletic Events:</b>		
<b>Parking:</b>	<b>Location:</b>	<b>Procedure:</b>
Park in large parking lot as soon as you enter the school campus	Enter Door #19 above steps of parking lot	Enter school building and gymnasium is straight ahead on right side

Attached you will also find a Communication Road Map outlining who to contact with any questions, compliments, or concerns. We hope this map provides you with an effective communication guide and allows you to easily contact the staff member needed. The district website, [www.youngwomenscollegeprep.org](http://www.youngwomenscollegeprep.org) also contains contact information for all staff members at our school.

Sincerely,

Barbara Zelazny  
Principal, Young Women’s College Prep