


# Memo



To: District Staff

From: Matthew Przywara   
Chief of Finance & Operations

Date: August 18, 2020

Subject: District Administrative Offices & Carter and MacRae Elementary School  
**251 S. Prince Street Parking, Building Access, & Entry Points**

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**As of Monday, August 24 parking guidelines resume.** Attached is a map for parking. **Please note which spaces we lease.** You can access this information via the Intranet and on the Operations Update website, also.

**District Parking Vehicle Decal** - It is important staff have a District decal hanging from the rearview mirror of their vehicle to identify association with SDoL. If your primary site does not have a decal, email [slnace@sdlancaster.org](mailto:slnace@sdlancaster.org) (Sherry Nace) with your name, site, and license plate number. A decal will be provided via interoffice mail. Without a decal, you may receive a warning notice on your vehicle.

**Parking at Save-A-Lot** – Towing may be enforced by Save-A-Lot for vehicles parked in spaces for Save-A-Lot customers. SDoL leases the spaces marked SDOL RESERVED **only**. Avoid using customer spaces.

**Parking Near the School Entrance on Beaver Street “Red Zone”** – These parking spaces are restricted year-round for Carter & MacRae Elementary School use only as indicated **in red** on the parking map.

**Parking Behind New Creation U.M.C.** – A District decal must be visible or the church staff may tow your car. The spaces along the church wall are for church use only. A food bank operates year-round EVERY WEDNESDAY MORNING. SPACES 1, 2, 3, 4, & 5 MUST BE OPEN FOR THEIR USE (**in blue** on the map).

**Handicapped Parking** - Anyone parking in a handicapped space must have a state issued handicapped tag hanging from the rearview mirror. We appreciate your cooperation as some staff and visitors have a need for this accommodation.

**Volunteer Parking** – Carter & MacRae Elementary School has assigned spaces 21-25 near the bus loading area for school-year volunteers. Although these spaces may be empty at various times during the school day, please allow our volunteers to park there.

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**Access to District Administrative Offices** – To access the 3<sup>rd</sup> and 4<sup>th</sup> floors, enter at the South Prince Street door marked # 1 closest to Farnum Street. Access at door #19 near Conestoga Street is for staff who work on the South side, and for essential visitors for OTL, Student Services and the Superintendent’s Office only due to COVID-19. See last page for door numbers.

Due to COVID-19 please do not use the East elevator through Carter & MacRae Elementary School. You may use this elevator if you need handicap accessibility and must have your District ID visible. Please use your swipe badge and remain quiet in the school.

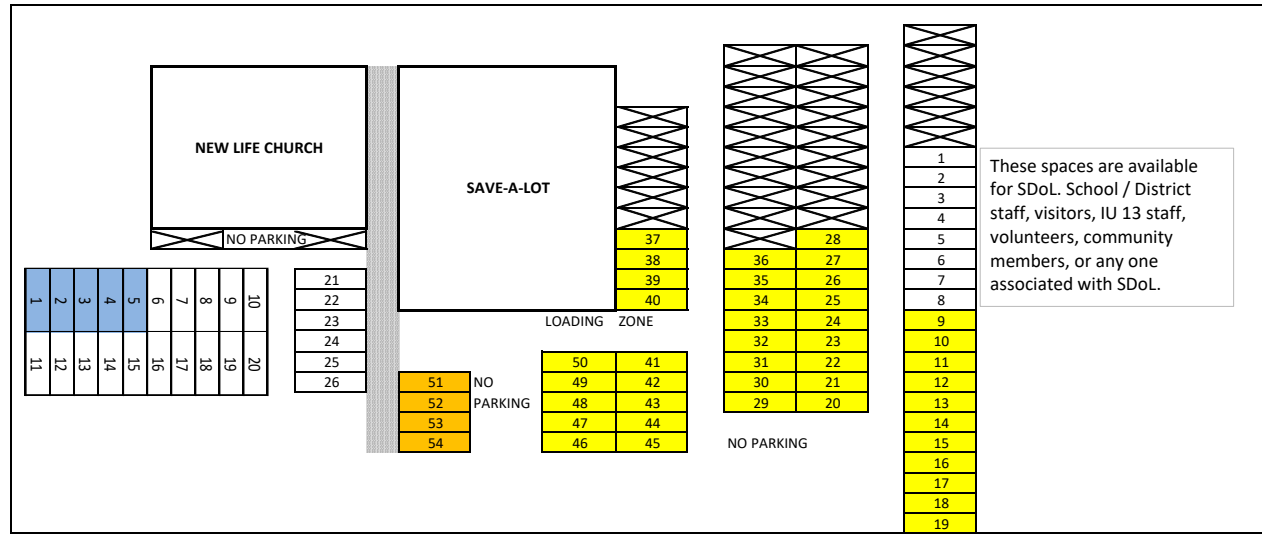
In-person meetings and educational needs should be scheduled by Zoom, phone, or email as much as possible.

**Carter & MacRae Elementary School Main Entrance** – Please direct all parents, guardians, and visitors for Carter & MacRae Elementary School to the main entrance on South Prince Street (Door # 23). For the safety and security of students and staff, please do not permit visitors entry via Beaver Street (Door #7).

**Questions?** Please let us know.

### Carter & MacRae Elementary School & District Administration Offices Parking

SOUTH QUEEN STREET

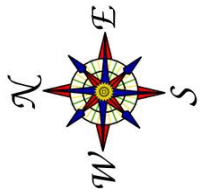


FARNUM STREET









CONESTOGA STREET

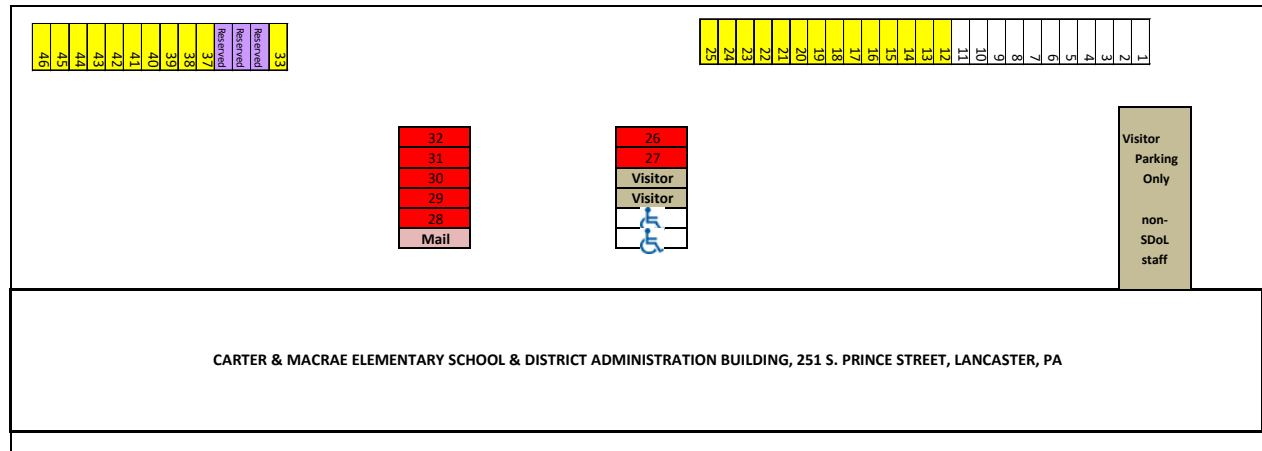
BEAVER STREET

BEAVER STREET



Unassigned & available for C & M Elementary School Staff, IU 13 staff, visitors, volunteers, other SDoL staff etc.

-  for SAL Customers & New Life Church
-  Superintendent's Office Reserved
-  Restricted Visitor Parking Only
-  Restricted for Carter & MacRae School Use Only - Teacher In-Session Days (Aug-Jun)
-  Available for Staff & Visitor Parking
-  Restricted year round for School Use Only
-  30 Minute Parking
-  Avoid Parking on Wednesday Morning for Food Bank @ Church

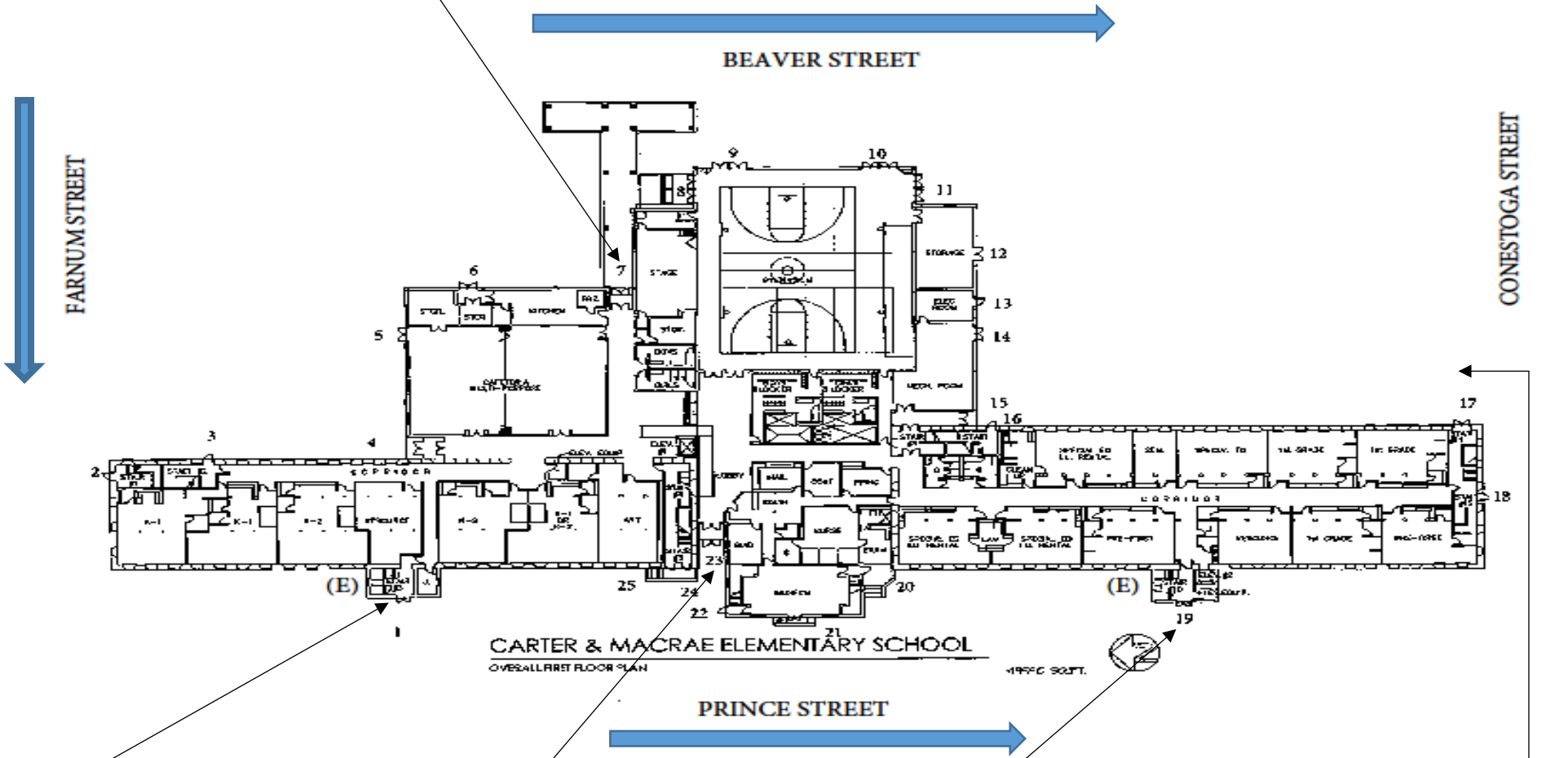


SOUTH PRINCE STREET

**ON STREET PARKING AVAILABLE**

WATER STREET MINISTRIES BUILDINGS

**Door 7** – C&M School Entrance for  
 C&M School Teachers/C&M School Staff & Students ONLY  
NO DELIVERIES



**Door 1** – Entrance for  
 3<sup>rd</sup> floor North offices  
 (Business & Operations; Payroll;  
 Enrollment; Central Records;  
 Families in Transition;  
 Parent Involvement, Talent &  
 Employee Engagement)  
**UPS/FED EX DELIVERIES FOR C&M SCHOOL &  
 ADMINISTRATIVE OFFICES**

**Door 23** – C&M School Entrance  
**PARENTS, VISITORS, TSS, BSC, OT, PT,  
 STS SUBSTITUTES ENTER HERE**

**Door 19** – Entrance for 3<sup>rd</sup> & 4<sup>th</sup> floor South  
 offices (Teaching & Learning; Federal Programs;  
 Lancaster Education Association; Board Secretary;  
 Health Services; School Directors; School, Family &  
 Community Partnerships; Special Education;  
 Student Services; Superintendent)

**Visitor  
 Parking Lot**

**(E) = Elevator**