



Dear Parents and Guardians,

The new school year 2025/2026 is just around the corner. We warmly welcome all new families to the BBIS community and wish you a smooth start to the year ahead.

To help ensure that everyone arrives and departs safely, we would like to share some important information about the parking area. (Please see number 13 on the campus map below.)

Speed and Awareness

For the safety of all students and staff, please drive at **walking speed** throughout the entire parking lot and campus.

Parking and Drop-off Zones

There are two designated lanes in the parking area:

- **Drop-off or "Kiss and Go" Zone:** This area is designed for quick stops. You may pull into the lane, help your child exit the vehicle with their school supplies, say goodbye, and then continue driving without delay.
- **Parking Lane:** This lane is reserved for reaching parking spaces if you plan to leave your car and walk your child in.

Please remember: the parking lot is a **one-way street**.

Important Reminders

- Never stop in front of the entrance barrier or in the driveway to drop off or pick up your child.
- Always stay alert for children, families, and staff moving through the parking area.
- Be patient and allow plenty of time, especially during busy periods.

Safety Tips to Keep in Mind

- Only stop at signposted, clearly visible locations.
- Do not park on sidewalks.
- Keep all access, exit, and emergency routes clear at all times.
- Never leave your vehicle unattended in the drop-off lane or parking lane.

Special Permits for Injured or Mobility-Impaired Students

If your child has an injury or needs special assistance and cannot walk easily to school, you may apply for a temporary permit to access the short-term parking spaces on campus. To request a permit, please e-mail ralf.maerker@bbis.de with:

- Your child's full name and class
- Your vehicle registration number
- The specific dates you require the permit

Once reviewed, we will confirm approval and share details about where you can park.

Thank you for supporting a safe and welcoming environment for our community. Should you have any questions, please don't hesitate to reach out.

Warm regards,
Your FM Team at BBIS

BBIS CAMPUS MAP

