Dear Parent of Kids Night Out at Western (KNOW) Participant,

We are excited to have your student with us for KNOW! Below are some pieces of information to help you and your student prepare for their time at KNOW.

Directions:
1. Take I-5 to exit 252 (WWU/Samish Way)
2. Follow signs to WWU from Bill McDonald Parkway
3. Once nearing campus, look for KNOW Directional Signboards
4. These signs will direct you to the SMATE Building for drop off

Check In:
Students will check in between 6:45 and 7:00 pm Friday evening behind the Science, Mathematics, and Technology Education (SMATE) Building (#43 on campus map) in the CBS Parking Lot (shown as red on campus map). Staff will direct you through a drive thru drop off process there. [Visit Parking Map](http://www.wwu.edu/ps/parking/map.shtml)

Check Out:
Students only registered for the academic period of Kids Night Out will check out at 8:30pm in the south entrance lobby of SMATE (same area as dropoff)

Students registered for the swimming portion of Kids Night Out will check out at 9:45 pm at the Student Recreation Center (#38 on the campus map). [Parking in the C lots is free in the evenings after 4:30PM.](http://www.wwu.edu/ps/parking/map.shtml)

*Please be prompt to pick up as we are scheduled to leave SMATE by 9:00pm and the Student Recreation Center doors automatically lock at 10:00 pm. Thank you.*

Prepare for a Drive Thru Drop off:
In efforts to reduce the cost of parking on campus, we will be running a drive thru drop off and pick up process this year. The drive thru will take place in the CBS Lot, directly in back of the SMATE Building (Parking lot colored in Green on the parking map).

1. Please follow directional signboards to the drop off location
2. Staff will be in the parking lot directing traffic to appropriate locations
3. Please remain in your vehicle in order to keep the line moving
4. Staff will check your student in with you in the line then assist students out of the car
5. Please be sure that your student’s Authorized Pick Up list is accurate to who will be picking your student up
   a. If you need to make additions to the Authorized Pick Up list, please contact youth@wwu.edu with the name of the additions, or bring a signed note to check in for your child.
6. Pick Up will remain in the Rec Center, parking is free in the “C” Lot after 4:30pm.

**You do not need a parking pass for pick up or drop off for this event.**

If you have any questions, please email us at youth@wwu.edu or phone our office at 360.650.4420.

Please do not park in No Parking, Fire Lanes, Handicapped Zones, or on campus lots that you do not have a permit for or have not paid for a pass in.

What to Bring:
- A healthy Snack and water bottle
- Swimsuit and towel
- A Jacket
- A curious mind

WWU is not responsible for lost belongings, please be sure your belongings are clearly marked with your name.

Get in the KNOW for an evening of learning and swimming!