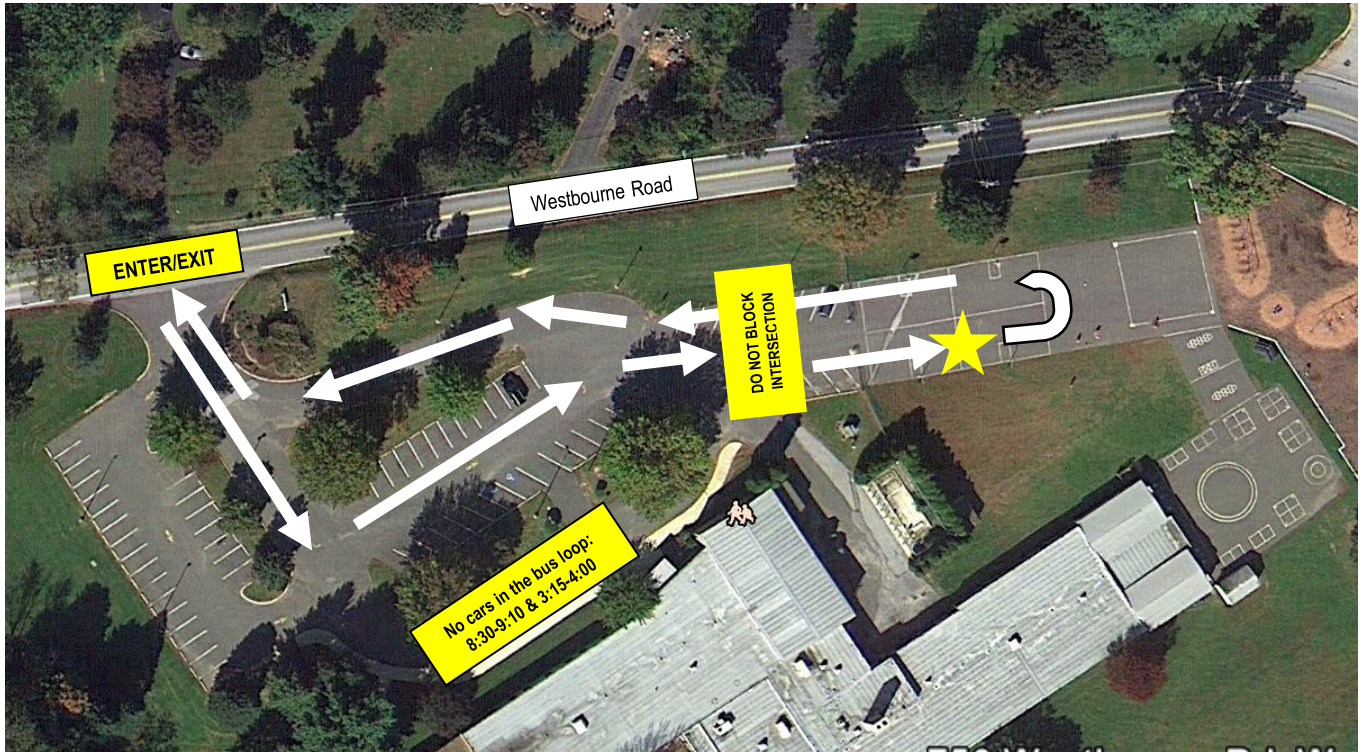


2019-20 TRAFFIC PATTERN & PROCEDURES!!!

AM Process & Procedures



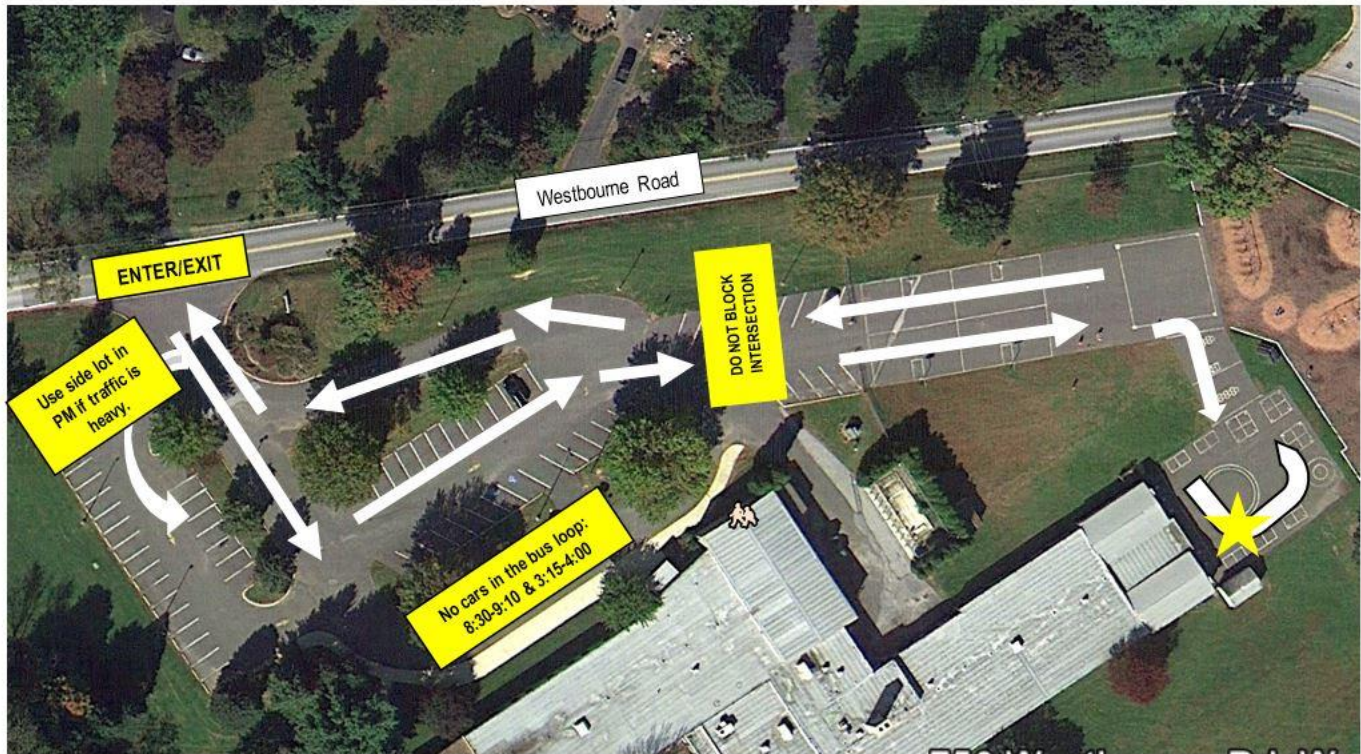
★ = AM Student Drop-off Location

Key Elements of the AM Procedure:

- Students being dropped-off in the morning should not arrive until 8:30 AM unless registered with A Child's Place program or coming for a pre-arranged meeting with a teacher.
- Parents should follow the route noted in the diagram. For the **safety** of your student **and efficiency** of the process, we ask that **the student(s) exit the car on the sidewalk side of the basketball court** near the walkway leading to the Gym Entrance. We realize this might mean climbing over a car seat but it is safer.
- Parents should remain in the car at all times.
- A staff member will be at the intersection of the walkway and basketball court until 9:10 to monitor students and give access to the building. Any student that arrives after 9:10 is considered tardy and needs to go to the main entrance.
- Cars will be asked to avoid the bus loop. Any student arriving before 8:55 will report to the Cafeteria (or Gym on Chorus days). Students arriving after 8:55 go to the classroom.
- Cars will be asked to avoid the bus loop from 8:30 AM – 9:10 AM.

SPECIAL NOTE: If your child needs assistance into the school with a project or you want to walk him/her to the Main Entrance, please plan to park in the main or side lot.

PM Process & Procedures



October 2019 – Please Note Changes to PM Pick-up Line!!

Key Elements of the PM Procedure:

- Each student will receive a color-coded car tag the first day of school. There will be some information on the card and the student will be given the option of decorating it to personalize the tag.
 - The tag should be displayed in the car when coming to get a student(s) at the end of the school day. If you have multiple children, you will have multiple tags. If you would like an additional set so that you have a tag(s) for each car, please call the Main Office or email kpatterson1@wcasd.net.
 - If your child is going home with someone else on any day, we still need a note from both parents with the name of who is picking the children up.
 - If the tag is not displayed and you have never picked up before or known to the person on duty, we will ask to see your driver's license. If your name was not provided to us prior to pick-up, we will ask the person to wait until we verify the information.
- The parent/guardian who plans to pick-up at the end of the day will remain in his/her car, follow the path noted above, and then proceed to the exit. No parent/guardian will be permitted to enter into the gym entrance during dismissal.
- Students will not begin leaving until approximately 3:30 and can be picked-up at the Gym entrance until 3:50. If the car line extends out to Westbourne Road, **we ask that you drive past and circle back to avoid stopping on the road for your own safety.** Some days have more volume and typically waiting until 3:40 to arrive is the easiest.
SPECIAL NOTE: If the person picking up does not have a car tag and/or is not known to the teacher on duty, we will check identification.

Thank you, in advance, for your assistance and support. If you have any questions or concerns, please contact the Main Office.

Sincerely,

Ms. Nora Wheeler, Principal