

## **WES Arrival and Dismissal Procedures**

### **Arrival Procedure:**

**Cars may drive through the circle drive only after 7:45 a.m. to drop off students.** This helps to alleviate congestion during morning bus unloading (7:30-7:45 a.m.). Please pull all the way to the flagpole when releasing students to allow for better traffic flow in and out of the driveway. The entrance to the circle driveway is near Washington Street and the exit is opposite the Dairy Queen. **We ask that you do not release your child into either parking lot due to the possibility of a dangerous situation occurring with vehicles entering and exiting the parking lots.** The front entrance doors are open every morning for student access to the building. No parking is allowed in the circle drive itself, not even for a quick trip inside. Please park on Washington St. or in one of the available visitor parking spaces in one of our school parking lots. There is a small parking space available on the right side of the circle drive for “quick trips” into the office.

### **Dismissal Procedure:**

**Bus Riders-** All students will be escorted to and loaded by classroom teachers in their grade level.

**Walkers-** All students who dismiss as a walker will gather inside the building near the Cafeteria doors. They will wait there with staff until the school buses have loaded and pulled out of the circle drive. At that time they will exit the building with staff. Students who walk to and from school are expected to stay on the sidewalks. Students who need to cross Main Street should do so at the flashing light where the crossing guard is on duty. Parents and other adults are also asked to follow this procedure.

**Car Riders-** All students who dismiss as a car rider will gather in the back hallway with the adults that are on duty. Students will remain inside, and will be loaded in the back parking lot of the school.

**Parents of Car Riders** should remain in their vehicles and form a line along Washington Street and then around the back parking lot. Please do not form a line in the back lot until 2:30pm or after. The first car will load at the end of the sidewalk and closest to the exit door. Parents or the adult picking up the child must have the student name card so that their student’s name can be called. At that time they will come out to the sidewalk/cone to be loaded with assistance from a staff member on duty. We will be loading 3-4 cars at a time.

**Student safety comes first at WES!** We appreciate your patience and cooperation with our dismissal procedure expectations. Of course the first few days of school will take a bit more time, but it will get faster as we train our students in the process.

### **Parents please remember:**

- If you must phone a change of plans to the secretary, please do so by 2:00 pm so that we can ensure that your child understands how he/she is getting home.
- Parents should not walk down the hallways to pick up children.
- Our car rider line loads in 10 minutes or less each day, and is often done loading before walkers are dismissed out front.

Stephany Wasson, Principal