



# Waddell Elementary School

## Arrival/Dismissal Procedure Changes

### 2015-2016



Dear Waddell Families,

We continue to focus our collective efforts in providing a safe and secure school environment for students, staff, and families. To that end, we have made some changes to the arrival and dismissal procedures to ensure such safety and security. There are approximately 380 students in our school who all arrive and leave at the same time each day. The following safety precautions have been developed to ensure safety for all our students, staff and families. Please refer to the map included in this packet for reference.

**Arrival occurs from 8:55 – 9:05 am. School begins at 9:05 am.**

#### Arrival By Walking

- Students must use the Crossing Guard at the corner of Broad Street and Windemere Street to cross to school.
- Students will enter the building beginning at 8:55 am at the entrance closest to Windemere Street, where a staff member will welcome the students and direct them to their classrooms.

#### Arrival By Bus

- Beginning at 8:55 am, all buses unload students in the circle in front of the building.
- There are staff members on duty to greet the students and direct the students to their classrooms.

#### Arrival By Car

\* \* Cars cannot be parked in the bus circle or front parking lots\* \*

- Beginning at 8:55 am, cars may drop-off students at school. Prior to that time, there is no supervision of students.
- Parents may drop off students in one of two ways:

#### ***Park and Walk or Kiss and Go***

##### *Park and Walk* Expectations

- Park in the rear parking lot off of Windemere Street in a marked angle space and walk your child to the entrance door where a staff member is located. The parking aisles are “one way” so you may not turn around within the lot.
- Students are encouraged to enter the building and walk to their classroom on their own.
- Parents who enter the building must sign in with the staff member and put on a visitor badge.

##### *Kiss and Go* Expectations

- Vehicles need to follow the traffic pattern and stay in line as they enter the rear parking lot from Windemere Street. **Passing another vehicle is prohibited.**
- Once you are in the drop-off line and stopped, the child should be unbuckled and ready to exit vehicle.
- Student independently opens the vehicle door, exits and closes the vehicle door from the passenger side of the vehicle only.
- Children should walk along the designated area and enter the building through the designated entrance.
- Staff members will monitor and direct children away from vehicles and into the building.

- All other occupants of the vehicle should remain in the vehicle.
- Vehicles need to pull forward to use the entire loading zone so that multiple cars can drop-off at the same time.
- Vehicles should pull away from the curb when the car in front of them leaves.
- We ask that parents of students who need assistance exiting the vehicle or who need to exit on the driver's side of the vehicle use the Park and Walk method.

#### Late Arrival (after 9:05 am)

- Students who arrive to school after the 9:05 am bell must be signed in at the main office by a parent/guardian. The student will be given a tardy pass and directed to their classroom.

#### **School ends and dismissal begins at 3:25 pm.**

#### Walking Dismissal

- At 3:25 pm, students are dismissed to the door closest to Windemere Street.
- Students must use the Crossing Guard at the corner of Broad Street and Windemere Street to cross from school.

#### Bus Dismissal

- Buses arrive and park in the circle in front of the building.
- At 3:25 pm, students are dismissed to the gymnasium and line up by bus number.
- Staff members walk students out to their bus when their bus arrives.
- Children will not be allowed to board a different school bus from their assigned bus under any circumstances without special written permission from the school.

#### Car Dismissal / Parent Pick Up

- A **signed note** from home is required for all students being picked up. This note must include the student's full name, the teacher's name, the name of the adult who will pick up the student and the date.
- In emergency situations only, phone requests for student pick-ups will be permitted.
- The Waddell School office creates a complete student pick up list daily. This list identifies the students who are being picked up and their designated pick up person.
- At 3:25 pm, staff members are on duty in the cafeteria for parent/student pick up. Students arrive in the cafeteria and sit by grade level.
- Parents park their cars in the rear parking lot, in an angle space or along the parallel parking lane.
- The rear entrance doors will be opened to dismiss students at 3:25
- Parents line up outside the door in preparation for dismissal.
- Duty staff will ask each parent/designee for their name and the name of the student they are to pick up. Identification will be required. Then the parent/designee enters the café.
- Students and parent/designee exit together.
- If a student's name or the name of the parent/designee is not accurately located on the list, the adult will be directed to the office for clarification.

#### MELC Dismissal

- At 3:25 pm, students are dismissed designated classrooms to MELC staff.

Thank you for the partnership we share  
in promoting a safe learning community for everyone at Waddell Elementary School.



FOUR SQUARES GAME  
(5' x 5' EACH)

1	2
4	3