

WWK8 Procedures for Drop Off and Dismissal

- Students **should not be dropped off prior to 8:45 A.M.** Doors open at 8:45 a.m. for breakfast.
- Instructional hours are 9:10 A.M. to 4:10 P.M. Students are tardy after 9:10 A.M.
- **ALL children must be picked up by 4:30 P.M.**
- **Early Pickups:** Early pick up must be completed prior to 3:30. Early pick up is used for medical appointments and/or family emergencies. Administration discourages unexcused early pickups due to the interruption it causes in the instructional day.
- For early pick-up before 3:30, parents must park and come into the office with photo ID.
- Children will only be released to those listed on the Emergency Information Form.
- Parents **must send a note when there is a change in dismissal.** In an emergency situation, parents must contact the office prior to 4:00 p.m. to change dismissal instructions.
- **PICK-UP Line Loading Locations:** Pre-K-1 Side/North Loop
2nd-8th Grade- Front Loop
- **Bus Riders:** School Board Policy requires parents to be present at the bus stop to meet K-2 students or designate an adult or older sibling on the bus registration card. If the person designated is an older sibling, parents must send in a notarized letter authorizing this action to the bus driver. Students are only permitted to ride their assigned bus.
- **Boys and Girls Club** program hours are available for students requiring before and/or after school care. Hours are 6:30 A.M. to 6:00 P.M. Students who attend the Boys and Girls Club in the morning must be dropped off in the cafeteria **prior to 8:45 a.m.** Students who arrive at school at 8:45 am or later must be dropped off through the car line. Students who attend the Boys and Girls Club in the afternoon may not be picked up prior to **4:45 p.m.**
- Students are designated as Bus Riders, Boys and Girls Club, Pick-Ups, or **Walkers**. No parents will be permitted to park and walk up to the school to drop off or pick up a child unless students are tardy or picked up early for extenuating circumstances. If your child will walk home from school, please provide a written note to administration.

Please retain this form for your records and to refer to throughout the year.
Thank you in advance for adhering to drop off and pick up procedures
to ensure the safety of our students!