



WWK8 Rules for Drop Off and Dismissal

- Instructional hours are 9:10 A.M. to 4:10 P.M. Students are tardy at 9:10 A.M. After 9:10 A.M. parents must park in the parking lot and bring their child into the front office.
- Students **should not be on campus prior to 8:45 A.M.** Doors open at 8:45A.M. for breakfast. ***Students will NOT be admitted to breakfast after 9:05 A.M. (unless they arrive on a late bus).***
- Dismissal begins at 4:10 P.M., and ends promptly at 4:30 P.M. **ALL children must be picked up by 4:30 P.M.**
- **Bus riders:** School Board Policy po8600 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.
- The **Boys and Girls Club** program is available for students requiring before and/or after school care. The hours are 6:30 A.M.-6:00 P.M.
- For early pick-up **before 3:30 P.M.** parents/guardians must park in the parking lot and come into the office with a photo ID.
- Children will only be released to those listed on the Emergency Contact Form.
- **After 3:30 P.M., students will only be released as a pick-up when the 4:10 dismissal bell rings. Students will not be released to parents from the office AFTER 3:30 P.M., PARENTS/GUARDIANS MUST GET IN THE PICK-UP LINE.**
- Parents/guardians **must send a note to the teacher when there is a change of dismissal.** In an emergency situation, parents/guardians must contact the office prior to 4:00 P.M. to change dismissal instructions.
- Walkers to WWHS and Special Pick Ups must be approved by Administration and have a signed permission slip on file in the front office.
- Dismissal will occur in the following order:
 - 4:10- Driveline pick up begins. Staff dispatch will enter Pick Up Card numbers into the app. Teachers in holding rooms will project the dismissal list and students will walk to the front car line as it populates. The only exceptions are 5th grade students and Middle School students without younger siblings, who will be brought to the side loop by the gym.
 - 4:10- Walkers to WWHS and Boys & Girls Club will be dismissed
 - 4:12- Middle School bus riders will be dismissed
 - 4:15-Elementary bus riders will be dismissed
- Students are either Bus Riders, Boys and Girls Club, Pick-Ups, or Walkers to WWHS. No parents/guardians 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.

****Please see back (p.2) for more information re: Drop Off and Pick Up Procedures***

Drop Off and Pick-Up Procedures: Parents of K-8 car riders will follow the **light blue path** on the map below for drop off and pick up and staff will use the Driveline app for dismissal.

- Every child will receive a Driveline card at Open House with a Driveline number. Families with multiple children will receive one Driveline number.
- Card(s) must be displayed on the passenger side dashboard of the car or hung from the rearview mirror. Please do not exit your vehicle at any time and pull forward to close gaps and keep the line moving. If you don't have the Driveline card(s), you **MUST** present your valid driver's license to staff who will direct you to pull forward while they radio the office. Anyone picking up students must be verified as an Emergency Contact.
- **You must enter at the light on Vespa Way** and proceed through the line designated on the map below. Staff will enter students' Driveline number and students will report to the pick-up area when their number is displayed in the classroom. Siblings will need to find each other when they arrive at the front line, so they can be ready to load the car together.
- **The entrance (from Hwy 19) closest to WWK8 is for buses and front office visitors only. If you use this entrance, your Driveline number will not be entered, and your child will not be notified of your arrival.**
- Like last year, parents of 5th graders and Middle School students **without younger siblings** will drive on the outer loop closest to the curb and can drop off and pick up their children in the loop by the gym (Bldg. 1 Section C-see map below). We ask all other parents to proceed slowly and carefully through the loop to the front of the school. Please be considerate and use a zipper method when exiting. Do your best to keep the line moving, and do not block any intersections.
- Remember we all share the same goal: to dismiss students in a safe and efficient manner. Your cooperation, adherence to procedures, and focus on safety is greatly appreciated!

