

## West Central Elementary School Morning Drop-Off Safety Reminder

In light of our efforts to increase school safety, we are reminding parents about appropriate drop-off procedures for the morning arrival time in front of the elementary school. Below are some safety reminders:

- Vehicles should never park along the yellow curb. It is for student drop off only. Vehicles should pull up to the curb, students should exit the vehicle out of the passenger side, and the vehicle should slowly pull away from the curb.
- If a parent needs to go into the building, they should park in a parking spot and escort their child into the building. The yellow curb is not for parking.
- As vehicles enter the property off of US 421, they should wait their turn until a spot in the drop-off lane is available. They should not drop off students in the middle of the lane or anywhere in the parking lot unless they plan to escort their child safely to the sidewalk.
- If a parent needs to exit their vehicle to assist their child out of their vehicle, they should not use the drop off lane. Parents whose children cannot exit the vehicle through the passenger side unassisted should find a spot in the parking lot and walk their child safely to the sidewalk (See pictures below).



- Vehicles should never stop in the left lane adjacent to the drop-off lane. It is for moving traffic only. District buses come from the high school and pass the elementary building at approximately 7:55am. Many parents come to drop off their children at the elementary school between 7:45am and 8:00am. The lane must be kept moving.

We greatly appreciate your assistance with these expectations. Your adherence will make morning drop-off procedures a safer and more pleasant experience for all.

## West Central Elementary School Student Pickup Procedure

In light of our safety improvements and efforts to increase the level of school security, we will be starting a new procedure for students who are picked up from school at the end of the day. As part of this, parents will no longer be allowed to enter the building and wait for students in the cafeteria as has been done in the past. Below is a summary of the new procedure:

- All students will be released from their classes at 2:55pm after announcements and will head to either the buses or the cafeteria
  - Students who ride the buses will depart out the back doors as is typical
  - Students who are picked up will proceed to the cafeteria and wait until the staff member in the cafeteria dismisses them to their parent
  - Students with after-school activities will wait in the cafeteria until their activity sponsor comes to get them
  - Students who walk to the middle/high school will proceed to the cafeteria and be dismissed by the cafeteria staff when the buses depart from the elementary
  - Parents picking up children will form a line at Door C (in front of the main office) and give their name to the staff member in charge of dismissal
  - The staff member at Door C will communicate to the staff member in cafeteria who will release the child from the cafeteria so the child can go to their parent (which will ensure the child will only go to an approved parent/guardian)
1. If your child is not riding the bus home, you must provide a note (in case of a last-minute change of plans, call the office no later than 2:00pm)
  2. If your child is going to an after-school activity, you must provide a note so the school knows where your child is supposed to go
  3. If your child is going home with someone who's not a parent or legal guardian, you must provide a note so the school knows to release the child to that person
  4. If you would like to talk to your child's teacher after school, please contact them ahead of time and schedule an appointment to ensure they are available

We greatly appreciate your patience and understanding as we work out this change to improve student safety.