

ARRIVAL & DISMISSAL

School Hours: 8:45 – 3:45

Safety is of vital importance to all staff members. Staff are trained and required to supervise arrival and dismissal. Children and parents are expected to follow their instructions. Our goal is to ensure the safety of everyone.

ARRIVAL (DROP & GO SYSTEM): 8:35

Students should not arrive at school before the specified time as it creates a supervision problem. This translates into a safety concern. If you find it necessary for your child to arrive at school before the specified time, please drop him/her off at the East door no earlier than 8:30 at which time a supervisor is on duty. Students arriving before the first bell are to wait in the East foyer. Students arriving at school by bus will be delivered to the South (Exit A) doors of the building and go straight to class. Afternoon kindergarten students should arrive no earlier than 12:40 and be dropped off at the South (Exit A) doors.

Students being brought to school by car:

- 1) Have your child ready to exit immediately onto the sidewalk.
- 2) Enter the pick-up line from Flutter Dr. (This is a one-way, entrance-only drive.)
- 3) Drive forward as far as possible and have your child exit immediately.

DISMISSAL (DROP & GO SYSTEM): 3:45

All bus students will depart doors on the South (Exit A) side of the building.

Students being picked up by their parents by car will exit through the art room doors on the East (Exit J) side of the building when called out by the supervisor on duty. Car pick-up **MUST HAVE** the child's last name on a paper on the dash. **You cannot park and walk across to pick-up. ALL cars must pick-up by entering the car line** by doing the following:

- 1) Enter the pick-up line from Flutter Dr. (This is a one-way entrance-only drive.)
- 2) Have your child's last name clearly visible on the dash until they enter the car.
- 3) Drive forward as far as possible and wait for your child.

*Students walking home will exit through the East doors (Exit I).

*Parents from Monarch Landing meeting their child walking home should wait at the playground fence (where the sidewalk turns east). Students will meet you there. Please remind your child to walk bikes, scooters, etc.... until inside the playground due to traffic.

LATE ARRIVALS

If your child arrives after class has begun, please stop by the office, sign your child in and receive an office slip. The office slip is to be given to your child's teacher by the student, so he/she will know the office has been notified of any arrivals.

RELEASING STUDENTS EARLY

If your child must leave school during school hours, a parent/guardian must come to the office, sign the student out, and receive an office slip. A child is not authorized to leave the classroom unless the teacher has the office slip or has been notified by the office. If anyone besides parent/guardian is to pick up your child, the school must have a signed note authorizing the release to this person. We thank you in advance for your cooperation as this aids in our focus on having a safe school for everyone.

TRAFFIC SAFETY

- ✓ Do not park in the marked Fire Lanes during the school day. Red zones should only be used for emergency vehicles.
- ✓ Wheatland staff are trained and required to supervise arrival and dismissal. Children and parents are expected to follow their instructions. Our goal is to ensure the safety of all.