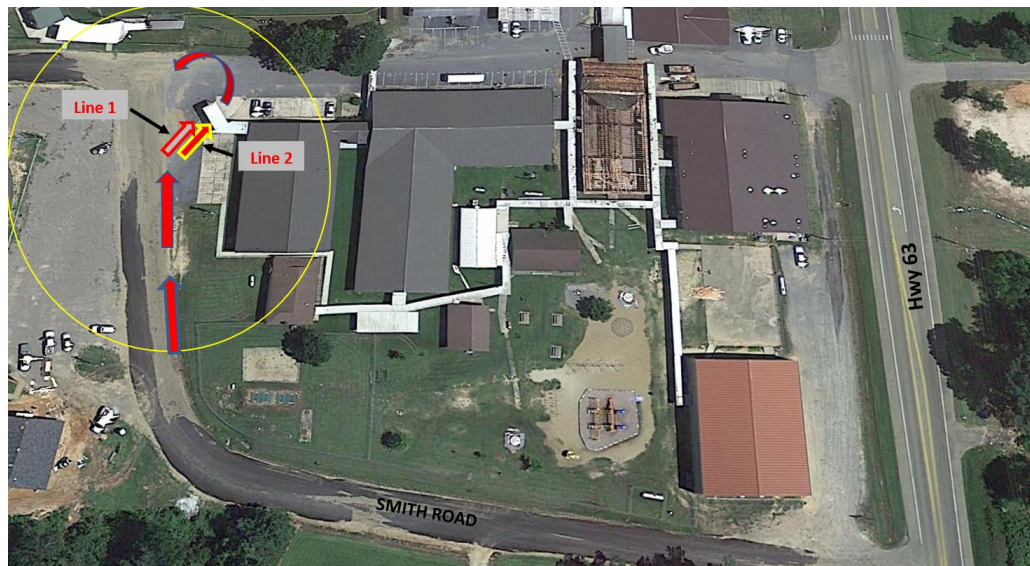


SEE COLOR PHOTOS POSTED ON THE ELEMENTARY WEBSITE AT

https://s3.amazonaws.com/scschoolfiles/941/woodlawn_elementary_car_rider_and_walking_procedures.pdf

Woodlawn Elementary Car Drop-Off Procedures



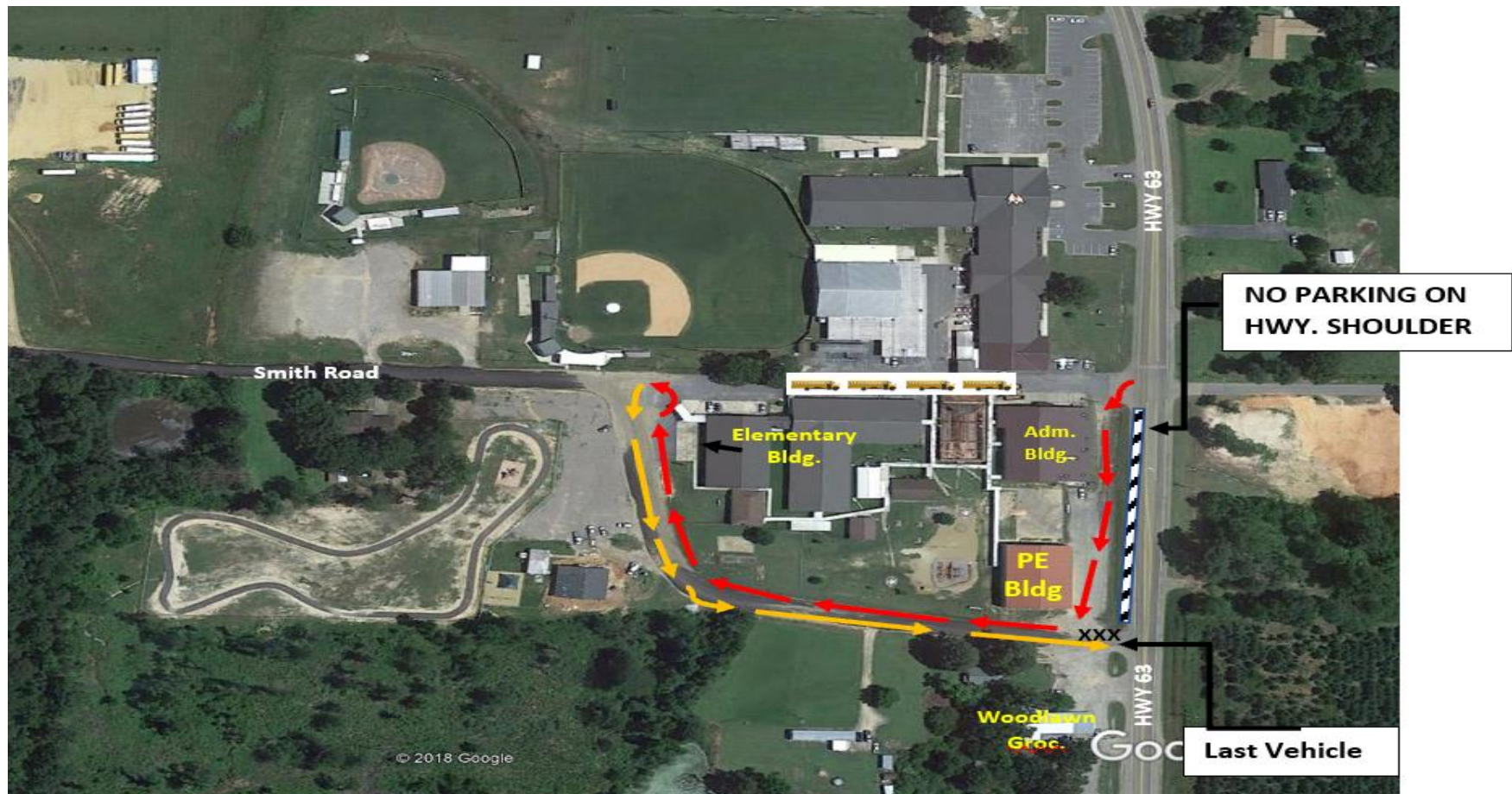
- The drop off point for students is located at the main entrance of the building only.
- We encourage all parents to drop off students beginning at 7:30 a.m. as we have less traffic during this time of the morning during our drop-off time. Duty teachers begin duty at 7:30 and end duty at 7:55 a.m. When teachers are on duty two lanes of traffic are in place. At 7:55 a.m. duty teachers must go inside to start the day. This shuts down lane 1. Duty teachers block off that lane with orange cones for the protection of the students continuing to be dropped off. Please know that students must buzz the office to enter the building and are at risk of being tardy.
- Vehicles are expected to yield to staff and children who are trying to get to school. Vehicles in the double lanes are expected to yield to each other and take turns with who is next in line to drop off students. Absolutely NO student may be picked up or dropped off alone anywhere beyond the car line procedures.
- South road residents should be allowed to merge into Lane 1 traffic.

For the safety of all Woodlawn students, parents and stakeholders, drop off and pick up only occurs in the areas indicated by the arrows. Students should not cross any lanes of traffic.

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Woodlawn Elementary Car Pick-Up Procedures



—→ In-bound pick-up —→ Out-bound pick-up ▨ Highway shoulder "No stopping or parking"

Elementary Student Traffic Flow

New staging area for vehicles (red line). **Do not park on highway shoulder.** Enter P.E. building parking area at Administration Office entrance. **Do not enter Smith Road if last vehicle (X) is parked in front of this area.**

(Drop off and pick up procedures are comprised of a state highway, county road, and school property.)

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- The pick-up point for all students is located at the main entrance of the building only.
- Cars arriving on campus to pick up children for the 3:10 p.m. dismissal are NOT to arrive on campus prior to 2:30 p.m.
 - Vehicles that are parked in the drop off area will be asked to move by law enforcement or building administration.
 - Vehicles that are unaccompanied are subject to have the license submitted to law enforcement or towed.
- **NEW-** Parents are to enter the school property at the main central office entrance and turn immediately to the left beside the central office along side the back of our cafeteria and Elementary PE Building. This gets everyone safely off of a very busy state highway. (There is no parking along the state highway as indicated by the highway department signs.)
 - Cars are to stop at the end of the school road and make a righthand turn on South road. This allows those cars who have already picked up children, the opportunity to see both ways before turning onto the state highway.
 - Once on South road, traffic continues to move through the car pick up lines.
- When entering the campus, display the student name card so that the duty teacher can call your child who is waiting safely inside the building with staff. Parents or grandparents in need of another name card will need to send a note to the student's teacher who will send one home the next day.
- Once students are called on the radio, a staff member tells the student to go to lane 1 or 2. *Please stress to your child the importance of listening for their name inside the building when you arrive.* We have one or two radios inside the building listening to the names being called and what lane the child is to go to for pick up. The children can hear the names as they are being called out and what lane to report to. It is very important that children are listening for their name to keep traffic moving.
- We are continuing to institute a scissor pattern pick up at the building entrance with staff escorting students to each car in Lanes 1 and 2.
- South road residents should be allowed to merge into Lane 1 traffic.

We want to thank you for your patience. We continue to try and figure out our long term drop off and pick up processes for the future. We have even started a random selection of persons in a Car Rider Coalition to gather ideas for drop off and pick up. We will keep you posted on our website of the outcomes of the Coalition efforts.

For the safety of all Woodlawn students, parents and stakeholders, drop off and pick up only occurs in the areas indicated by the arrows. Students should not cross any lanes of traffic.

(Drop off and pick up procedures are comprised of a state highway, county road, and school property.)

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Woodlawn Elementary Walking Students, Parents, & Staff Procedures

- Parents wishing to walk with their students to or from the Woodlawn Elementary doors are discouraged for everyone's safety, but those who must walk should follow the traffic lines on the county and school property. A cross walk is located in front of the baseball field to the gravel parking lot beside the walking trail and HeadStart PreSchool. Students and parents then walk along the side of the ball field until lined up with the side of the Woodlawn Front door. This helps all students avoid walking through four lanes of moving traffic.
- Parents or high school students picking up elementary students may not stand in front of the glass doors to stop students and teachers working to get students to and from cars. Please stand to the side of the building. The duty staff or teacher are aware that you are waiting. Your child will be called during a break from the outside teacher radio announcements of children in the car line. If you ask for your child at the door, the duty teacher or staff member cannot hear the next child's name being called out on the radio for car pick up and this is a factor into the delay of car pick up procedures.