



## **NEW!** Student Drop-Off and Pick-Up Procedures

Lake Wilderness Elementary, 2018-19

Dear Lake Wilderness Families,

Having a successful drop-off and pick-up is an important part of the great day that we want our Wildcat Students to experience each day! Some of these procedures are **NEW** this school year, so thanks in advance for your support in helping our students understand the changes. PLEASE NOTE: As a general rule, **your student(s) permanent way home will always default to the bus**, unless you indicate otherwise to the main office.

### BEFORE SCHOOL; 8:25-8:40AM

**CURBSIDE STUDENT DROP-OFF.** Please drive to the north school entrance and drive up and in front of the school -- as far forward as possible. The first car continues *all the way around the loop* to the end of the "Drop-Off Zone," which is marked by signs and the blue & green cones. ***On the first day of school, look for the balloons!***

Our staff **begin supervising students at 8:25AM**. At this time, and once you are as far forward into the "Zone" as possible, your child may exit your car on the passenger side onto the sidewalk. Students walk along the sidewalk to the **NORTH** side of the building (opposite direction from the bus loop), and join the staff under the covered area. For their safety, please keep your children inside your car until you have reached the "Zone."

**WALKING STUDENTS, and WALK-UP STUDENT DROP-OFF,** please also head to the north door.

**BIKING STUDENTS,** please remember to walk your bike as soon as you enter school grounds. You will see our new bike rack in the covered area in front of C Wing. Lock your bike and then go to the supervised area until 8:30AM.

Students who eat breakfast may enter the building from the north door at 8:25AM to go directly to the lunchroom. Students who are not eating breakfast will be supervised under the covered area until 8:30AM. At 8:30AM, students are allowed into school to go directly to their classroom.

*If you arrive after 8:40AM, please park your car in front of the school in an established parking stall and check in your student(s) in the main office. DO NOT DROP STUDENTS OFF UNATTENDED. The office will give them an admit slip to give to their teacher.*

### AFTER SCHOOL; dismissal is 3:10PM. On Friday, we dismiss at 1:40PM

**PARENT PICK-UP.** Please drive your car to the north school entrance and drive up and in front of the school -- as far forward as possible, into the "Pick-Up Zone" -- just like morning drop-off. Place your placard with Family Number on your rearview mirror or dashboard.

Students will be lined up inside the school building, according to Family Number. Using the family number, staff will call into the school and have your child(ren) sent out to meet you in the Pick-Up Zone. Once they are safely in the car, feel free to merge into the left-hand lane and drive safely out of the parking lot.

ALL WALKING STUDENTS are dismissed out the same door as our Parent-Pick-Up students to walk home. If student need to cross Witte Road, they will be asked to cross at the lit crosswalk with the Lake Wilderness crossing guards.

BIKING STUDENTS are dismissed out the same door as our Parent-Pick-Up students to get their bike and walk them off campus.

OCCASIONAL PARENT PICK-UP
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If you must pick-up your student during the school day, please come into the office to sign them out. Be prepared to show your identification.

If you intend to pick-up your child(ren) at regular dismissal time, and this is not their regular way home, please follow these procedures:

- On or before the day you intend to pick-up your child, please send a note to your child's teacher or call the office **no later than 2:30PM**. Emailing the teacher is not reliable, as the teacher may not see the email before student dismissal.
- If you do not send a note, please call by 2:30PM so that there is enough time to notify the teacher before the end of the school day. Only those designated by parents/guardians as emergency contacts will be allowed to pick-up students.
- At the end of the day, your child will be given a temporary pick-up pass and will follow the Parent Pick-Up procedures above. This pass is valid only for one day.
- Please use the crosswalks at all times for your own safety.

**PLEASE NOTE: students cannot be released at the classroom door**, or anywhere else inside campus.

Exception to this rule can be made for classroom volunteers; if you volunteer at school, please make arrangements in the office when you check in for a temporary pass to be filed so that you can take your child with you at the end of the day. Thank you!

If you have any questions about student arrival or dismissal, please feel free to call the office: (425) 413-3500.