

WINANS ELEMENTARY

ARRIVAL AND DISMISSAL PROCEDURES



STUDENT AND STAFF SAFETY IS OUR TOP PRIORITY.

All adults transporting children to and from school must follow these procedures to help keep everyone safe.



ARRIVAL PROCEDURES

- School hours: days 8:25am-3:25pm; half-days 8:25am-1140pm.
- Students must be in the classroom by 8:30am; anyone arriving after the bell is tardy.
- AM car riders must use the carline only; a 2-lane loop around the Large parking lot near the softball field
- Drivers should pull up as far as possible, keep the line moving, allow the child to exit from the passenger side only. Children should practice unbuckling and exiting independently.
- No dropping off in the small loop, in the bus unloading zone, or in the parking lot area. If leaving the vehicle, use a designated parking spot.
- AM walkers line up In front of the entrance near the cafeteria.
- All students will use the new entrance near the main office



DISMISSAL PROCEDURES

- PM dismissal carline uses the same large loop near the softball field
- Each car using the loop must display a sign with the child's driveline number visible from the car window, visor, or dashboard.
- Drivers should ***pull forward as far as possible before stopping***, do not exit or leave the vehicle unattended, load from the passenger side, and move left to exit once secured.
- If a child will walk home without an adult, the office and teacher must be informed in advance; car riders and bus riders may not walk home with a friend without prior arrangement.
- Please remain in your vehicle and keep our carline moving.
- Have your dismissal sign ready to display each afternoon.
- If your student is not at dismissal, we will radio the office for assistance.
- Thank you for your patience and cooperation!
- Carline staff will direct you to move forward as needed. Please adhere to their direction when asked
- Exiting your vehicle in carline is unsafe and will delay the line.

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★ ARRIVAL AND DISMISSAL PROCEDURES -CONTINUED



ADDITIONAL INFORMATION

- Do not use the small loop near parent drop-off or pick-up because this is for ease of turn around
- Parents may park in the lot near the large loop to meet children at dismissal.
- Handicapped spaces may only be used if you have the proper decals.
- Any change in AM or PM routine must be reported to the main office and the child's teacher before 3:00pm on the day prior to the change.
- To keep our carline moving, please do not exit your vehicle and make changes at that time.
- For the safety of the students and staff, you must stay in your vehicle if you are using the car loop.
- Please do not park in the carline area to pick up your child.
- Please help us keep our students and staff safe.



REMINDERS

- Be courteous and respectful in all communications.
- Aggressive language, shouting, profanity and rude behavior directed at staff is not acceptable.
- Please follow all posted traffic signs and directions from staff.
- Thank you for helping us keep our students safe!



QUESTIONS?

Please contact your child's teacher or the main office.
Phone: 321-2371

