

# Westside Elementary

## Student Drop-Off / Pick-Up Procedures

Over 400 students arrive at Westside Elementary each day either by bus, day care van, car, or by walking to school. In order to make both arrival and departure routines as safe and orderly as possible, it is important that we have everyone's cooperation with the following procedures listed below:

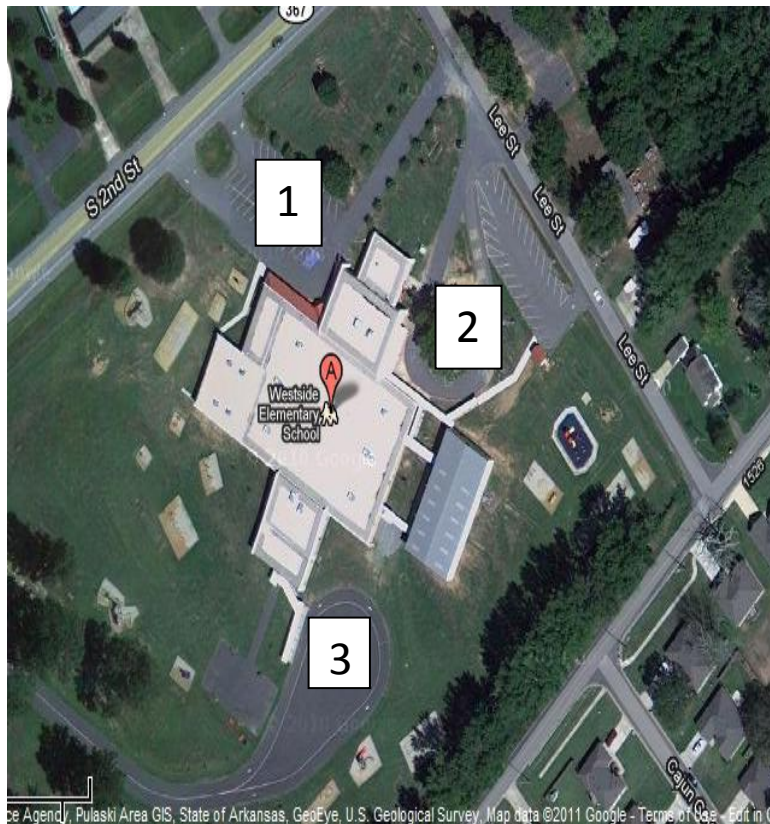
### Morning Parent Drop Off 7:30-7:50 a.m.

(7:30 a.m. for breakfast drop off)

(7:50 a.m. for regular school day drop off)

### NO children should be dropped off at Westside before 7:30 a.m.

See Map for correct drop off and pick up locations.



#### #1 Area is off of 2nd Street.

This area is for Bus and Day Care drop off and pick up ONLY. If you need to enter the building PLEASE park in a designated area.

#### #2 Area Is off of Lee Street.

In the AFTERNOON: Car riders in PreK, 3rd and 4th grade will be picked up in this area. This is not an area for students to be dropped off.

#### #3 Area is off 2<sup>nd</sup> Street past the playground by the yellow gate.

In the MORNING: All car riders will be dropped off in this area. This will be our "Kiss and Go" drop off for parents who drive their children to school. In the AFTERNOON Car Riders in grades kindergarten - 2nd grade and their siblings will be picked up in this area.

All car riders will be given a CAR RIDER SIGN to be placed in the car window. If you do not have this, you will be asked to go get your child in the office.

### Morning Procedures:

**Bus and Day Care Riders** will be dropped off in area #1 on the attached map. Parking Lot #1 has designated parking spots for teachers and parents needing to park and enter the school building. Please DO NOT park your car in the bus drop off area. Pre-K parents will need to park and walk their child in to the building and sign him/her in with the teacher.

**Car Riders** will be dropped off in area #3 on the attached map. Please pull up as far as you can to allow several cars to drop off at once. There will be NO parking in the circle drive drop off area.

\*Students eating breakfast should go to the cafeteria. All other students should go to their grade level area.

\*All students should be in their classroom before the 8:00 tardy bell rings.

\*If students arrive to school after the 8:00 bell, they must be signed in by an adult in the office.

**Afternoon Procedures:**

**Bus and Day Care Riders** will load their bus or Day Care van in the #1 parking lot. NO cars should load or unload children in that area. If you need to enter the building for any reason PLEASE park in a designated parking space.

**There will be 2 areas for car rider pick up.**

**Students in 3<sup>rd</sup>, 4<sup>th</sup>, and Pre-K**(and their siblings) will load in the #2 area on the map (off Lee Street).

**Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade students** (and their siblings) will load in the #3 area on the map (off 2nd street). Each car rider will be given a Car Rider Sign to place on the visor in the front window of your car with your child/children's name on it. A child will not be permitted to load a car that does not have the Car Rider Sign in their car window and the adult driver will be asked to park and go to the office to show proper identification before being allowed to take the child. Hopefully this will help eliminate long car pick-up lines and to get the children into the proper vehicles quickly and safely. Please DO NOT park or leave your car unattended in the circle drive. Car riders should be picked up each day by 3:35p.m.

**Walkers will be held in the cafeteria and dismissed at 3:30 p.m.**

Thank you for helping us ensure students' safety!

Mrs. Jennings, Principal

Mrs. Atherton, Assistant Principal