



## DROP OFF and PICK UP PROCEDURES

### **DROP OFF**

K5 – 8th grade morning drop off begins at 7:45am. Students should not arrive at school before 7:45am. A teacher or an aide will supervise students from 7:45-8:00am. Students are allowed to wait inside the building during inclement weather with teacher supervision.

- Middle School students will be expected to walk from the car into door #5 and up to the middle school wing. Middle school teachers will be supervising.
- 1st to 5th grade teachers will meet their students on the playground at 7:55am to escort them through door #4, to their classrooms upstairs.
- The K5 teacher will meet their students on the playground at 7:55am to escort them through door #6, (the concourse door) through the hallway and cafeteria to their classroom.
- K3 and K4 parents will use the front entrance on Wildwood. Park in the lot and come across the street and wait in a socially distanced line with your child. This can be done from 7:50 – 8:00. K3 and K4 teachers will meet their students at the front entrance at 8:05am to escort them to their classrooms. (If the K3-K4 student has older siblings, you need you drop them off in back first and then come around to the front to follow the K3-K4 drop off procedure.)

### **Parents will not be able to accompany any child into the building.**

Drop off occurs in the back-parking lot for K5 – 8th grade students. Parents should enter on the north side of the school at the Chateau Place driveway. Following the direction of the cadets, cars should pull up to the assigned drop-off areas. Two cars may drop off children at once at the designated areas to keep the line moving. Students should exit the driver's side if they ride in the backseat of the car. If the student is in the front passenger seat, they should exit and cross in front of their car towards school. Students will then wait in designated areas, along the south eastern most parking spaces, by grade. Cars then exit to the west onto Marlborough Drive, turning right to go north to keep the flow of traffic running smoothly. **DO NOT EXIT GOING SOUTH ON MALBOROUGH DRIVE.** Cadets will stop facilitating drop off at 8:00am.

Parents of children who wish to walk their student(s) to their playground line will enter off of Chateau Place and tell Mr. Cho they want to park. A small section of the southwest portion of the parking lot will be reserved for this purpose. Parents will walk their child to the designated area and wait for their teacher.

Parents are not allowed to walk their child(ren) to the classroom doors to help teach responsibility and independence, allow for the academic day to begin at 8:00am, and ensure the safety of the building.

There will be no cadets in the front of the building. **NO CHILD SHOULD BE DROPPED-OFF ALONE AT THE FRONT DOORS.**

If it is after the 8:00am bell, a student is considered tardy. At that time, parents must park in the Wildwood Avenue lot and the student must be buzzed in by the office. The student will need to report to the office for a tardy slip and then the student takes the tardy slip to class.

## **PICK UP**

Morning K3, K4 and K5 students are dismissed at 11:30am from the front entrance on Wildwood Avenue. Do NOT park on the street. Park in the lot and come across the street to pick up your student(s). Escort your student(s) back across the street to the parking lot.

Afternoon dismissal begins at 3:05pm for all students. All walkers and bike riders will be dismissed first out the front doors on Wildwood Avenue. They must cross at the cross walks on either corner of Wildwood.

Students being picked up in cars will be dismissed by family. Please display your family name card on the passenger side of the car or dash. Two car pick-up lines will be functioning. One in the front and one in back. Families with a student in K3, K4 or K5 MUST pick up in the front line.

Back pick up - Parents should enter the playground on the north side of the school at the Chateau Place driveway. Following the direction of the cadets, cars should pull up to the adult on duty and state their family name. They will be asked to pull forward. The adult will walkie talkie to the office who will notify the family. Students will promptly exit out door #4 and find their car in line.

Front pick up - Parents should come down Wildwood heading south. Cars should pull up to the adult on duty and state their family name. They will be asked to pull forward. The adult will walkie talkie to the office who will notify the family. Students will promptly exit out the front door and find their car in line. Cars should exit on Hampton Ave. Do NOT park on any street surrounding the school. Please follow the directions of the student cadets and adults. Gathering outside on school property will not be permitted.

*Please observe all posted parking/stopping signage posted on all sides of the school by the village to avoid ticketing by the Village of Whitefish Bay Police Department.*