

2023-2024

Williams-Cone School Arrival & Dismissal Procedures

K-5 Morning Arrival:

Bus Transportation:

*** Buses will arrive between 8:40-8:50 A.M. with the exception of Wednesdays. Buses will arrive between 9:40-9:50 A.M. on Wednesdays due to the one hour late start.**

Parent/Caregiver Transportation:

***Parents who are providing transportation for their student(s) may drop off their children between 8:40-8:50 A.M. with the exception of Wednesdays. The drop off time for Wednesdays is 9:40-9:50 A.M due to the one hour late start.**

Parent Drop Off Procedures:

- PARENTS DROP OFF THEIR STUDENTS VIA THE MAIN ENTRANCE
- SAFETY CONES WILL BE PLACED FOR CAR DROP OFF POINTS
- PARENTS STAY IN VEHICLE
- PARENTS DROP OFF STUDENTS AT **DROP OFF POINTS ONLY** IN A TIMELY MANNER (30 SECONDS)
- **PARENTS PLEASE WAIT FOR CARS IN FRONT OF YOU TO LEAVE**
- ARRIVAL DUTY STAFF WILL BE OUTSIDE TO GREET STUDENTS
- ARRIVAL DUTY STAFF WILL NOT ASSIST WITH STUDENT CAR SEATS AND SAFETY BELTS

***Students should exit their automobiles independently and as quickly as possible so as not to hold up the arrival process.**

***If your child is unable to exit your automobile independently, please park in the WCS parking lot and assist your child. Parents/caregivers must walk their student(s) to the Main Entrance. *This procedure should only be utilized by students who cannot exit their automobile independently and/or in a timely manner.**

***Students who walk to school may arrive between 8:40-8:50 A.M. with the exception of Wednesdays. Walkers may arrive at school between 9:40-9:50 on Wednesdays.**

K-5 End of Day Dismissal:

Bus Transportation:

***We will begin dismissing bus riders at 3:10 P.M. Our goal is for buses to dismiss between 3:10-3:15 P.M.**

Student Walkers:

***Students who walk home from school will be dismissed at 3:15 P.M.**

Parent/Caregiver Transportation:

***Parents/caregivers that are providing transportation for their student(s) may pick up their student(s) between 3:15-3:25 P.M.**

Parent/Caregiver Pickup Procedures:

- PARENTS/GUARDIANS PICK UP STUDENTS AT **MAIN ENTRANCE ONLY***
- IF YOU ARRIVE PRIOR TO 3:15 P.M. YOU MUST PARK IN THE MAIN PARKING LOT. WCS STAFF WILL DISMISS YOUR STUDENT(S) TO YOUR CAR IN THE PARKING LOT BEGINNING AT 3:15 P.M.
- PLEASE PULL UP TO THE FURTHEST CONE.
- PARENTS/GUARDIANS MUST PROCEED TO THE FIRST AVAILABLE CONE SLOT AND PARK
- PARENTS/GUARDIANS MUST STAY IN THEIR VEHICLES
- DISMISSAL STAFF WILL BE STATIONED THROUGHOUT THE ENTRANCE AREA.
- DISMISSAL STAFF WILL CHECK IN WITH PARENT/GUARDIAN. CHECK IN PROCEDURE:
 - PARENT/GUARDIAN STATES NAME OF STUDENT(S) PICKING UP
 - PARENT/GUARDIAN PLEASE HAVE STUDENT(S) NAME(S) & GRADE(S) ON DASH (SIGNS WILL BE SENT HOME WITH STUDENTS ON THEIR FIRST DAY OF SCHOOL)
 - DISMISSAL STAFF WILL CHECK CAR PICK-UP ROSTER FOR STUDENT(S) NAMES
 - DISMISSAL STAFF WILL CHECK PARENT/GUARDIAN'S I.D
 - DISMISSAL STAFF WILL INITIAL/SIGN OUT STUDENT(S) ON THE CAR PICK UP ROSTER

PARENTS/GUARDIANS/CAREGIVERS PLEASE WAIT IN LINE FOR THOSE IN FRONT OF YOU TO LEAVE AND FOLLOW.

***If your child is consistently unable to enter your automobile independently, we ask that you please do the following:**

- * Carefully enter into the main parking lot area and park your vehicle.
- * Inform the Dismissal Duty Staff that you are here to pick up your student. State your student's name and grade level to the Parking Lot Duty Person.
- *Parents/caregivers must physically meet their child at the crosswalk area and walk his/her student(s) through the parking lot to their automobile.
- *This procedure should only be utilized by students who cannot enter their automobile independently.*

Dismissal Notes:

*PLEASE INFORM THE SCHOOL OFFICE IF YOUR CHILD WILL BE A CAR RIDER BY SUBMITTING A NOTE TO THE SCHOOL OFFICE ON YOUR STUDENT'S FIRST DAY OF SCHOOL.

*THE DISMISSAL NOTE SHOULD INCLUDE DATE, STUDENT'S NAME, TEACHER'S NAME, PICK UP PERSON'S NAME.

THE SECRETARIES IN THE OFFICE MUST RECEIVE A WRITTEN NOTE BY 1:00 P.M. DAILY FOR A STUDENT TO:

*NOT RIDE THE BUS AND BE PICKED UP AT SCHOOL PARENT/GUARDIAN.

*** BE PICKED UP BY SOMEONE OTHER THAN THE PARENT/LEGAL GUARDIAN. IF SOMEONE OTHER THAN THE PARENT/LEGAL GUARDIAN IS PICKING UP YOUR STUDENT, PLEASE SUBMIT A NOTE TO THE SCHOOL OFFICE WITH THE FULL NAME OF THE DESIGNEE AND THEIR PHONE NUMBER.**

IF A CHILD IS RIDING THE BUS TO OR FROM A LOCATION OTHER THAN HOME, PLEASE SEND A NOTE TO SCHOOL AND INCLUDE THE NAME OF THE BUS STOP AND THE NAME OF THE PERSON(S) GREETING THE CHILD.

***DUE TO TIME CONSTRAINTS AT THE END OF THE DAY, CHANGES IN DISMISSAL CANNOT BE MADE BY PHONE. LACKING WRITTEN NOTIFICATION OF CHANGES CHILDREN WILL GO HOME AS ESTABLISHED AT THE BEGINNING OF THE YEAR.**