

**WILLOW CREEK ELEMENTARY SCHOOL**  
*Teaching Cubs to be Tigers*

**Arrival & Dismissal Procedures and School Traffic & Parking Reminders**

To ensure a safe and orderly flow of traffic in the school parking areas, it is necessary that established drop-off and pick-up procedures be followed and laws and ordinances be adhered to. Everyone is asked to abide by basic traffic laws and set a good example for the children and the community. Please review these procedures with your child and all family members who help with drop-off and pick-up. Your cooperation is greatly appreciated. Feel free to contact the school for clarification of arrival/dismissal procedures. Thank you!

**ARRIVAL – School Day Starts at 9:15 a.m.**

**Car riders**

- Willow Creek staff will be at the car rider location at approximately 8:50 a.m.
- Students may be dropped off **ONLY** when a staff member is present at the entrance. Do **NOT** drop off a student unless a staff member is present.
- Parents/guardians dropping off students will enter the school driveway, go through the side parking lot (where the buses park when not in use), proceed around the back of the building, and drop off at the side entrance on the left of the building. This entrance is located on the side of the building between the gym and the music rooms (facing the building). There is a walkway leading to the entrance.
- A single car line **MUST** be formed – no double parking.
- Cars should stay in line and move up as the students are dropped off.
- Students are to be dropped off between the cones in the loading/unloading zone.
- The students will enter the building and line up in the hallway until it is time to report to the classrooms.
- If you arrive after 9:15 a.m., park in the front parking lot and walk your child into the school using the Office entrance.
- This entrance is for car riders. Car riders may **NOT** be dropped off at any other entrance.

**Walkers and Bike Riders**

- Willow Creek staff will be at the side entrance at approximately 8:50 a.m. It is highly encouraged that students arrive around 8:50 a.m.
- Walkers and bike riders will enter at the side entrance (near the bike racks) starting at approximately 9:02 a.m. and proceed directly to the classrooms.
- If students arrive prior to 9:02 a.m., they will wait in the area outside the walker entrance, under the canopy.
- In the event of severe, inclement weather, the students will be permitted to enter the building no earlier than 8:55 a.m. and will be monitored by staff members until it is time to report to the classrooms.
- Students may **NOT** be dropped off by car at the “walker” entrance. This entrance is for students who *walk or bike* to school.
- Cars may **NOT** park in the side parking lot.
- Students who ride bikes, skateboards, scooters, etc. must dismount the apparatus immediately upon turning from Crisscross Road onto the school sidewalk.
- If your child is not eligible to ride a bus and you drive your child to school, you must park in a space in the main parking lot. Walk your child across one of the crosswalks and to the walker entrance.

### **Bus riders**

- The buses load/unload along the front of the building.
- Bus riders will enter the building via the main lobby doors.
- Vehicle parking along the front of the building during arrival /dismissal time is prohibited.

**Late arriving students** - Students who arrive after 9:15 a.m. **must** be signed in by a parent/guardian in the office. The parent/guardian must park in the FRONT parking lot, enter the building using the office doors, and sign in the child in the office.

### **DISMISSAL – School Day Ends at 3:45 p.m.**

Dismissal arrangements on file in the office will continue to be followed. Notify the school when dismissal arrangements need to be changed.

### **Car Riders – will be dismissed at 3:45 p.m.**

- All students have been assigned a number.
- The assigned number will be used to identify the car and the child.
- Signs with the number have been issued – for the vehicle and for the student.
- The sign must be displayed in the windshield or by holding it up at the driver's window when the parent/guardian arrives for pick-up. Please be sure the monitors can easily see and read the number.
- Attach the backpack tag with the identification number to your child's backpack.
- At dismissal, parents/guardians picking-up students will enter the school driveway, go through the side parking lot (where the buses park when not in use), proceed around the back of the building, and form a car line starting at the side exit on the left of the building (facing the building). This exit is located on the side of the building between the gym and the music rooms. There is a walkway leading from the exit to the driveway.
- Please note that the car line is ONLY for cars that have signs and are picking up students.
- If you do not have a sign, you must park in the FRONT parking lot and enter the building using the office entrance to sign out your child.
- A single car line MUST be formed – no double parking.
- Stay in line and pick your child up between the cones in the loading/unloading zone.
- Notify the school to update contact information, when necessary.
- At any time, individuals picking up students may be asked to show a form of picture identification.
- If your child is a walker or a bus rider, please hold onto the signs and backpack tag in case there comes a time when your child needs to be a car rider.

### **Bus riders – will be dismissed as buses arrive**

- The buses load/unload along the front of the building.
- Bus riders will exit the building via the main lobby doors.
- Vehicle parking along the front of the building during arrival /dismissal time is prohibited.
- Afternoon bus stop times are only estimated times. An adult should be at the bus stop no later than 3:45 p.m.

### **Walkers and Bike Riders – will be dismissed at 3:45 p.m.**

- Walkers and bike riders will exit the school using the side door (near the bike racks).
- Walkers and bike riders will cross at the pedestrian crosswalk and remain on the sidewalk at all times.
- Staff personnel will assist the students in crossing at the crosswalk.
- Students who ride bikes, skateboards, scooters, etc. may mount the apparatus immediately upon turning onto Crisscross Road.

- If your child is not eligible to ride a bus and you drive your child to school, you must park in a space in the main parking lot. Walk across one of the crosswalks and meet your child at the walker entrance.

### **Y-Care (provided by YMCA)**

- Hours of operation are 7:00 – 9:00 a.m. and 3:45 – 6:00 p.m.
- Y-Care is held in the gym and at tables in the hallway between the gym and the music rooms.
- The YMCA entrance is used for drop-off and pick-up.

### **Child Custody Information**

Children's living arrangements are often affected by divorce, separation, or court actions. It is important for the school to have written information regarding these situations so that decisions affecting the children are consistent and based on appropriate legal documentation.

Complete a *Child Custody Information* form, available on the district website or in the school office, if a dated and signed custody agreement/court order is in effect. It is the responsibility of the custodial parent to provide the school with a copy of any limiting court order. If arrangements change, inform the school by providing the office with a copy of the revised custody agreement/court order. Unless otherwise ordered by the court, both parents will have equal access to information concerning a child's educational progress.

### ***Please note:***

- Contact the school, preferably in advance and in writing, when pick-up arrangements need to change.
- Your child will only be released to individuals listed on the forms submitted. The office staff will ask for photo identification for anyone picking up a student. Please make sure you bring your ID with every time.
- Only park in the handicap parking spaces if appropriate and legal. Vehicles parking in the handicap spaces in the parking lot are required to have a handicap license plate or window tag.
- Keep the signs and backpack tags from year-to-year. The assigned numbers will be used throughout the student's years at WCE. If you lose them, please contact the office to get new ones.
- If it is necessary to speak with a teacher, email or call the teacher to set up a date and time to meet.
- If arrangements or contact information changes throughout the school year, be sure to complete a new form, contact the school office, or send a note to school with the updated contact information.
- Pets are not permitted on school grounds.
- Keep safety as the primary focus!

**Remember: *Four Ways for Safety!* Turn on your four way flashers in the 15 mph school zone!**