

Wellington Elementary Traffic and Arrival/Dismissal Procedures 2018-2019

TRAFFIC

While student safety is our number one priority, procedures were developed to ensure the safety of all. Please review the following information to make the transition run as smoothly as possible. Student arrival and dismissal procedures will also be reviewed at grade level Back-to-School Parent Night Orientations in August.

Each family will be issued two car tags in blue or yellow depending on grade level. Car tags will be labeled with your child's last name. Families requiring additional tags will need to make a request in the front office. ALL students will be provided a car tag to use in case of bad weather or a change in dismissal procedures.

Vehicles will have access onto the campus into designated traffic zones. Please follow any staff directions to pull as far forward as possible before loading or unloading children between the orange traffic cones. Handicapped and visitor parking can be accessed at the front of the building. Vehicles should park in the parking lot area, and should never be left unattended in the traffic lanes or fire lanes. All pedestrians should cross traffic only at marked crosswalks.

BUS ZONE- The fire lane behind the school is for First Student Bus Transportation and designated day care vans only. The school bus and day care buses will enter the campus through the Yellow Zone entrance at Kenwood Drive, and then proceed to the fire lane behind the campus. All students will be dropped off in the morning near the gym entrance by the basketball court area. In the afternoon, each bus will be assigned to a designated pick up area. Students will dismiss from the back gym doors to the basketball/blacktop area. Once loaded, buses will then exit onto Bruton Orand Blvd.

BLUE ZONE- Pre-K through 2nd Grade (and their older siblings) Car Riders

The Blue Zone is located in the front circle drive and is designated for families with Pre-K through second graders. Older siblings in grades 3-5 will meet their younger sibling and wait with them. Depending on the weather, students will be escorted from either inside the building or from their designated line outside. Once you arrive in the loading zone, teachers will bring your child to your car. Pre-K students will be grouped inside the library exit door, and the Pre-K teachers will bring your child to your car.

YELLOW ZONE- Grades 3 through 5 Car Riders

The Yellow Zone will serve as the designated pick-up zone for families with third through fifth graders who don't have a younger sibling. These students will be in the cafeteria area waiting for their name to be called. Once students hear their name, they will exit the cafeteria door to enter their vehicle located in the Yellow Zone. Vehicles will continue the U-turn and exit on Kenwood Drive.

Please do not leave your vehicle unattended in the drop-off/pick-up lanes at any time. Students will only be allowed to unload/load vehicles between the orange traffic cones.

ARRIVAL PROCEDURES

Parents who are dropping off children enter the parking lot of their choice, both the Yellow and Blue Zones will be available in the morning. Traffic cones will indicate one lane of moving traffic next to the curb where students should be dropped off and exit vehicles from the curb side of the vehicle directly to the sidewalk. Please pull forward all the way to the last traffic cones so as many children can exit their cars as possible during peak traffic times. Duty teachers will watch the children as they enter the building. If you encounter a concern with your child, please pull forward out of the drop off zone or park in the parking lot rather than blocking the drop-off lane. For our students' safety, please do not drop off children in the parking lot and ask them to cross the traffic lanes.

If you need to enter the building with your child, please park in the parking lot, not the traffic lanes. Once you have parked, accompany your child to the parking lot crosswalk to cross the traffic lanes together only when a staff member has indicated it is safe to cross.

Additional Arrival Procedures:

1. Students will be allowed in the building at 7:15 a.m. Please do not drop off your children prior to that time to ensure students are monitored by a duty teacher.
2. All students and parents are expected to cross the street at the crosswalks.
3. All students should enter the building through the front entrance or cafeteria door.
4. When entering before 7:35 a.m, students in grades K-1 will report to the cafeteria, and students in grades 2-5 will report to their appropriate grade-level hallway where they will be supervised by a teacher on duty.
5. All students eating breakfast will report to the cafeteria.
6. At 7:35 a.m, all students are dismissed to their classrooms.
7. Morning announcements will begin at 7:45 a.m. Students must be in their classroom by 7:45 a.m. or will be considered tardy and must report to the office to get a tardy slip before being admitted to class.
8. PPCD/Pre-K students being dropped off by their parents may be dropped off at 7:15 a.m. for the morning session or 11:45 a.m. for the afternoon session in the front of the school near the main entrance where the PPCD/Pre-K staff members will be waiting to meet your child.
9. During the first week of school, parents may walk students to their classrooms. Beginning with the second week of school, students should independently walk to their classrooms without their parents. Please know school staff will be on duty in the halls to assist any student requiring support.

DISMISSAL PROCEDURES

Parents picking up their children will hang their issued blue or yellow car tag from the rearview mirror of their vehicle so the family name is visible to teachers assisting with student dismissal. If you are carpooling, please hang all car tags where the staff can view them. Please help keep the traffic flow moving by timing your arrival in the parking lot to match with the dismissal time for your child. Parents

picking up only Pre-K/PPCD children may arrive at 2:50 p.m. All other grade levels will dismiss at 3:00 p.m. Parents should remain in their vehicles and follow the directions of Wellington Elementary staff, pulling as far up in the traffic lane as possible to allow more children to enter their cars.

Additional Dismissal Procedures:

1. Please ensure after-school arrangements are made before the school day. If different arrangements are needed after 2:00 pm, please contact the office to ensure that your teacher receives the message.
2. Please know your walking buddy or the person who will pick you up prior to coming to school.
3. Have a bad weather plan established and inform your child's teacher of this plan before bad weather occurs.
4. Contact both the school and after school care when your child is absent or is signed out early.
5. PPCD/Pre-K children will exit the library door #19.
6. All bike riders and walkers living east of WES, will be considered a "Marquee" biker/walker. If your child lives west of WES, they will be considered a "Cafeteria" biker/walker and will exit through the cafeteria doors. All students and parents are to use the crosswalks.
7. For safety purposes, students may only walk their bikes and/or carry scooters on campus and at crosswalks for both arrival and dismissal. Please also be respectful of our neighbors' yards and keep all bikes and scooters on the sidewalk.
8. If you have an after school appointment, please park in the parking lot, enter through the front doors and report to the front office. Inform the office that you have an appointment and they will see that your child is dismissed to the office.
9. Students who are car riders will only be released to those with a car tag. If a last minute change should occur, please notify the office. **Due to safety, your child can only be released to the designated emergency contacts listed in Skyward.** Be sure to update your emergency contacts in Skyward as needed.

We appreciate your assistance and patience in order to ensure a smooth, but most importantly, safe process for everyone.

If you have any questions about our arrival and dismissal procedures, please contact Tami Braun at 469-713-5989 or at braunt@lisd.net.