

# The Wyndcroft School



## TRANSPORTATION GUIDELINES FOR PARENTS

Your child's safety is our major concern. Please use these transportation guidelines in order to assist us with the safety of your child.

- **All parents, transporting by car, in grades K-8 should use car line in order to help ease congestion around the school at drop off & dismissal. DO NOT park near the school at these times unless there is a pressing need to do so.**
- Please do not walk into the school to drop-off or collect your child.
- When picking up your child in car line, please remember to use the sign provided by the school with your child's name on it.
- When scheduling regular after-school activities for your child, please understand that **we will not excuse a child early from school on a regular basis**; weekly, or bi-weekly. When scheduling out-of-school sports or lessons, make sure they do not conflict with the 3:30-3:45 PM end of school day.
- All staff at dismissal points (bus, car, walkers) have specific lists of how students are going home. The TRANSPORTATION DISMISSAL FORM must be completed each year indicating the mode of transportation for your child each day and those authorized to pick up your child.
- The Walker Line is for students who walk home from school. This line can be used if you need to pick your child up immediately at dismissal (3:30) for an urgent appointment. This line is not intended for parents who do not want to wait in carline nor for picking up siblings to go to sports games.
- Any changes to your child's regular dismissal mode must be provided in writing no later than that morning. All late changes must be made by telephone, not email, **no later than 1:00 PM**.
- **Please respect our neighbors! When waiting in car line, please leave neighbors' driveways and mailboxes clear. The post office will not deliver mail if the mailbox is blocked.**

## ***AM Drop-Off: 7:45 – 8:20 AM***

### Car Transportation - Kindergarten – 8<sup>th</sup> Grade

- Approach the school from Highland Road. **When waiting in car line, please leave neighbors' driveways clear.**
- Stay in line until you approach the main lobby door.
- Teacher will supervise child's exit from car.
- **Do not pull around cars that are loading/unloading.**

### Car Transportation - Early Childhood and Pre-Kindergarten only

- To drop off at the main school building with other siblings, follow the K-8 instruction above. Students will be escorted to Highland House by staff.
- To drop off at Highland House, enter the Highland House parking lot and drop your child off into the care of the teacher.

### Bus Transportation

- All busses will drop off on Wilson Street where there is teacher supervision.

## ***PM Pick-Up: 3:30 – 3:45 PM***

### OFFICIAL DISMISSAL TIME IS 3:30 PM

### Bus Transportation

- All busses will pick up at the science room door on Wilson Street where there is teacher supervision.
- Students leaving by bus are called from their homeroom to the Wilson Street door when their bus is ready to receive them.

### Car Transportation

- Students leaving by car are escorted to the auditorium at 3:25 PM. Teachers escort students to cars at 3:30 PM.
- Approach the school from Highland Road. **When waiting in car line, please leave neighbors' driveways and mailboxes clear. The post office will not deliver mail if the mailbox is blocked.** A single line forms on Rosedale Drive at crosswalk. You will be motioned forward to the 3-station loading zone.
- Please display your child's surname prominently in the front window of your car using the car line sign provided by the school. This will help teachers identify your car quickly and help keep the lines moving.
- If you have not arrived to pick up your child by 3:45 PM, students move to a late waiting area and exit through the main lobby doors. Please park on Rosedale Drive at the main lobby doors to retrieve your child from the late waiting area.
- If you have not arrived to pick up your child by 4:00 PM, students are placed in the After-School-Care Program at your expense.

### Walkers

- Parents who walk to school to collect their children should meet at the flagpole door at 3:30 PM. A teacher will dismiss each child.