

Arrival & Dismissal Procedures

West Field 2021

Arrival & Dismissal Times

- 🐾 Students may not arrive at school until 8:20. There is no supervision and the doors are locked until 8:20.
- 🐾 Class begins at 8:50. If students do not arrive before 8:50, you will need to park and **walk them into the front lobby** to check in late on the School Safe ID kiosk.
- 🐾 If you need to change the way a student is going home that day, you must speak directly with the front office, no later than 3:00pm to ensure the message reaches your child in time. (by 2:30 for PreK early dismissal)
- 🐾 If you need to check your child out early, you must arrive before 3:00 to ensure that we can call them to the office before the dismissal process has begun and they are in transit. (by 2:30 for PreK early dismissal)
- 🐾 School dismisses at 3:25. **We do NOT have parent walk-ups to circumvent the line.** Parents must go through the car line with their car tag. Car tag numbers are only able to be entered in the car line by the staff member assigned this task.

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- 🐾 **No left turn on Penn.** Please turn right as you come back out on Penn to keep the traffic flowing and make a safe exit. With the way that traffic backs up on both 178th and Penn, turning left can be a blind turn. We want everyone to get home *safely*, first and foremost, however turning right will also make the line move much faster.
- 🐾 Quickly pull up to the next available cone. If everyone stays in order, we can keep a flow and have kids at cones earlier at dismissal, ready to load as soon as their car pulls up.
- 🐾 Students must always enter/exit vehicles in the car lines from the passenger side only. Adults may not exit the vehicle in the car line. Safety Patrol students and staff members will help load and unload students.
- 🐾 Clearly display your car tag with no obstructions. At dismissal, one staff member enters the tag numbers as you enter the line and that's how we know when to send kids out to be picked up in that certain order. Please leave them displayed until you have left the parking lot in case we need to check the number.
- 🐾 Consistent dismissal is best. The more consistent you can be with the way your kids are dismissed from school each day, the better. Changes, especially last minute ones, can cause delays as we have to make adjustments.
- 🐾 Most of our students can buckle themselves independently. However, if your child needs help, or is unable to buckle *quickly*, please pull up past cone one or pull into the back parking lot to assist them so the line can keep moving.
- 🐾 You might consider having your children ride the school bus if they are eligible. Since we're an early start school, once we get into the groove, our buses usually get students home fairly quickly.

We have over **800** students who attend West Field. While timely arrival and dismissal is a goal, safety is our first priority. We greatly appreciate your cooperation!

