

WESTMINSTER CAMPUS - TRAFFIC PATTERN

School Hours

7:55 a.m. - 2:40 p.m. PK - Grade 3
7:55 a.m. - 3:00 p.m. Grades 4 & 5

Drop-Off

Students arriving at the Westminster Campus between 7:00 - 7:30 a.m. will be supervised in the areas designated below at an additional charge. Students may arrive after 7:30 a.m. **at no additional charge.** In no case is a student to arrive at school before 7:00 a.m.

All students arriving at school between 7:00 – 7:45 a.m. must be escorted into the building by an adult. Parents should park in a space using the lot beside the Multi-Purpose Building (MPB) and Sanctuary. Enter the building through the glass doors under the breezeway and insure your child reaches the proper location.

Students arriving at school between 7:45 – 8:05 a.m. may be dropped-off at the end of the gym where the safety patrol opens the car doors. Do not allow your child to exit the vehicle until the teachers are on duty. Please keep the traffic moving by preparing your child to exit the car in a timely manner. Do not stop your vehicle until you have reached the last available teacher at the end of the sidewalk.

Upon arrival, students will report to the designated rooms below based on their grade and time of arrival.

- 7:00 – 7:30 a.m. All grades report to MPB room 9
- 7:30 – 7:55 a.m. PK - K5 report to MPB room 8
- 7:30 – 7:55 a.m. Grades 1 and 2 report to MPB room 9
- 7:30 – 7:45 a.m. Grades 3 - 5 report to MPB room 17 (Lunchroom)

Please note that students **may not** be dropped off at the glass doors after 7:45 a.m. unless their parent parks and accompanies them into the building.

Parents and students should remain outside the classrooms until the bell rings at 7:55 a.m.

Students arriving after 8:05 a.m. must check in through the school office in the Administrative building.

Pick-Up

During pick-up, vehicles will enter the parking lot through the India Hook entrance closest to the Sanctuary. A double line of traffic will be formed in the circle area in a “U” shape. If needed, excess traffic will loop through the side parking lot until the first group of vehicles is released. **TEACHERS WILL WALK THEIR CLASSES AROUND THE CIRCLE TO LOAD VEHICLES. PARENTS MUST STAY WITH THEIR VEHICLES AT ALL TIMES.**

Parents walking up to pick-up their children should park on the office side of campus. Pick up your child from the holding area at the playground. It may be necessary to wait on their class to finish walking around the circle. Please verbally sign out your child with the teacher.

Fourth and fifth grade pick-up will take place in the same area as PK-3rd grade. Therefore, parents wishing to pick up students in the 3:00 p.m. line should not enter the car line until 2:55 p.m. Parents and carpools picking up students in both the 2:40 and 3:00 p.m. dismissals should arrive for the 3:00 p.m. car line. The younger students will wait in a safe supervised area and walk the circle with the 4th and 5th grade students.

After School Care

Teacher supervision is provided fifteen minutes beyond the dismissal times. Any non-carpool PK - 3rd grade student remaining after 2:55 p.m. will be taken to the After School Care Program where supervision is provided at an hourly rate. Any student remaining after 3:15 p.m. will be taken to the After School Care Program at an hourly rate. The accumulated charge may be paid when the student is picked up or charged to the family's account. The balance must be paid in full each month.

Rainy Day Pick-Up

Parents must park and come into the MPB/Gym to pick-up their child/children

All students will be picked-up in the MPB/Gym building.

- PK - K5 students will be in their classrooms
- Grades 1 - 5 will be seated in the gym by class

PLEASE SEE ATTACHED DIAGRAMS