

DROP OFF AND PICK UP INSTRUCTIONS

1. IN THE MORNING

Students may be dropped off at the Upper School entrance (door F) between 8:00 a.m. and 8:20 a.m. The first couple of days may be a bit more flexible as we settle in. This traffic pattern is much easier to follow since all students are dropped off at the same door.

Please enter the east driveway and circle around the circumference of the parking lot and exit the same driveway. Remember, this traffic flows both ways, so caution is necessary. **Please do not exceed 15 mph in the driveway and lot.**

2. IN THE AFTERNOON

- **Kindergarteners who are a sole family member at WCA (no siblings) – 3:15-3:25 p.m.**
- **K-6 Students with Upper School siblings – 3:15-3:30**

DISMISSAL DOOR “E” – THIS FLOW IS INDICATED BY THE **RED ARROWS** ON THE MAP. THESE STUDENTS WILL EXIT THE DOOR FROM THE GRAMMAR SCHOOL HALLWAY. MR. SASSER AND MRS. THOMPSON WILL MONITOR THIS DISMISSAL SINCE IT IS A SMALLER COUNT OF 35 STUDENTS. PLEASE HAVE YOUR FAMILY I.D. PLACARD DISPLAYED ON THE DRIVER’S SIDE WINDOW (FAMILIES WILL RECEIVE THEIR PLACARD AT SCHOOL). PLEASE WAIT FOR THE TEACHER TO INDICATE THAT THEY HAVE SEEN YOUR NAME BEFORE PASSING TOO QUICKLY.

- **Kindergarteners WITH siblings in 1st -6th grade**
- **1st-6th grade students with NO Upper School siblings**

DISMISSAL DOOR “A” - THIS FLOW IS INDICATED BY THE **BLUE ARROWS** ON THE MAP. THESE STUDENTS WILL EXIT FROM DOOR “A” ON THE WEST SIDE OF THE BUILDING. ALL OTHER TEACHERS WILL MONITOR THIS DISMISSAL SINCE IT IS LARGER IN NUMBER. PLEASE HAVE YOUR FAMILY I.D. PLACARD DISPLAYED ON THE DRIVER’S SIDE WINDOW (FAMILIES WILL RECEIVE THEIR PLACARD AT SCHOOL). PLEASE WAIT FOR THE TEACHER TO INDICATE THAT THEY HAVE SEEN YOUR NAME BEFORE PASSING TOO QUICKLY.

PLEASE REMEMBER:

- * Both Dismissal A and E will enter the east driveway in the afternoon and split into two lanes just past the recycling container. Cones will be placed to assist you for the first few days.
- * Dismissal A (**blue arrows**) MUST follow the perimeter of the parking lot. If this is not done, Dismissal E will be unable to maintain their flow of traffic. **EVEN IF THERE APPEARS TO BE ROOM TO PASS THROUGH, PLEASE AVOID THIS PRACTICE.**
- * **Upper School parents** will park in the spots indicated on the map. These students will walk to their vehicles and exit the lot in the same manner as Dismissal E. **Please DO NOT park in the first three spots of lined parking.** These are located precariously close to all the traffic flow patterns.

Thank you,

Cathy Burns, Dismissal Supervisor

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