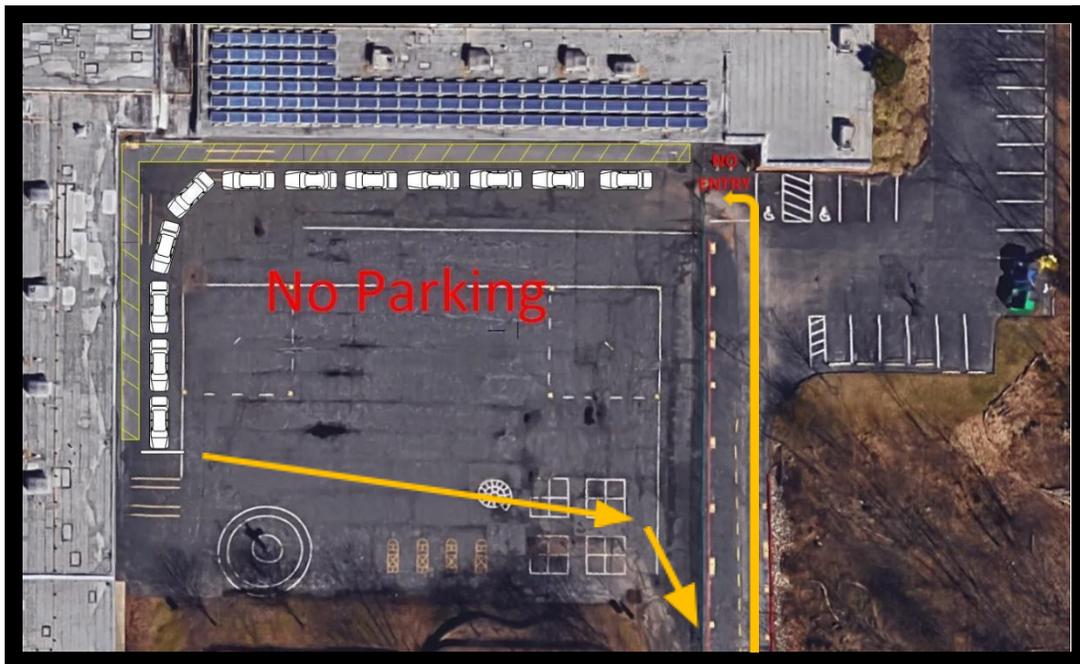


Westchester Elementary Drop Off and Pick Up Procedures

Thank you for working with us to keep our children safe during arrival and dismissal. The following procedures are meant to ensure the safety of everyone. We ask that you stay off your phones when driving and while waiting to exit on to Manchester so that traffic can flow adequately. We THANK YOU for your patience and understanding.

Morning Drop Off Procedures During 8:25 to 8:35 AM

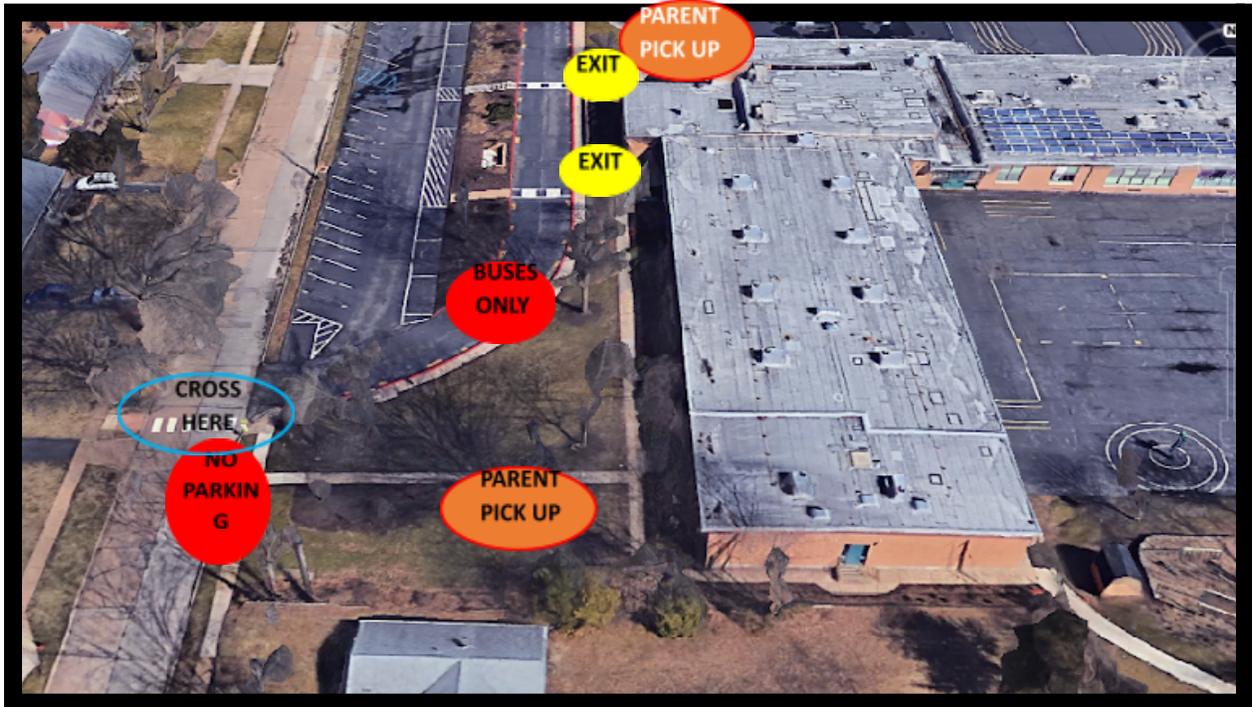
- Parking is NOT allowed on the South BACK LOT. This will be strictly enforced. All parking must occur in the school's front parking lot or along neighboring streets. A painted yellow 6-foot wide hatched walkway has been provided along the face of the building as shown below to designate the area for pedestrians to walk during drop off. Attendants will be outside from 8:25 AM until the start of school to assist in the directing of traffic and unloading of students. Please be aware that the doors to the school will not be open until 8:25 AM.



Morning Back of Building South Lot Drop Off Diagram

Afternoon Pick Up Procedures - Gates are open 3:10 to 3:45 PM

- Only students who ride a bus, or those who WALK home from school will exit the school via the front of the building in the afternoon at 3:35. Exits are located on the south side of the building near the cafeteria and on the north side of the building near the gyms. All students in grades Kindergarten to 3rd grade should be met by a parent, guardian or older sibling at this location. Those needing to cross Woodgate should do so at the marked crosswalk in the vicinity of the marquee sign at the direction of the attendant. Parking or idling in the drive aisle of the front parking lot or the hatched areas of the front lot is NOT allowed. **Parking on the east side of Woodgate near the marquee is illegal and your car will be ticketed.**



Afternoon Parent Pick Up in Front of Building Diagram

- When picking up students via the South BACK LOT, please follow the instructions of the attendants on duty and queue vehicles in the manner shown below. The first row will be along the fence. Please be sure to pull in straight and leave minimal gaps between vehicles. Do not reverse your vehicle unless asked to do so by an attendant. Do not idle your vehicle. Please wait your turn to leave the lot. An attendant will indicate when your row is to exit so please follow the car in front of you. Vehicles will be dismissed in order of arrival. Stay off cell phones when your car is in motion on the lot.

If you are not able to pull onto the blacktop, please stay in the line on Missouri and stay in your vehicle. An attendant will direct you to pull your vehicle into the lot as soon as possible. Once parked on the lot, a staff member will come to your car to scan your child's KIDaccount card. Each student has been issued a card. After scanning your card, classroom teachers will be alerted to send your student(s) to car riders. Parents will stay in their car in their row. A staff runner will bring the row of kids to your location. Once your kids

have entered the car independently, your row will be dismissed to Missouri Ave. Parents should remain in their cars during the dismissal process.

The playground is CLOSED from 3:20 to 6:00 PM unless you have special permission from office personnel.



Afternoon Back Lot Loading Procedures Diagram

The above procedures have been implemented to ensure the safety of Westchester's students and as such, will be strictly enforced. Please have your KIDaccount card ready to be scanned when entering the South Playground.