

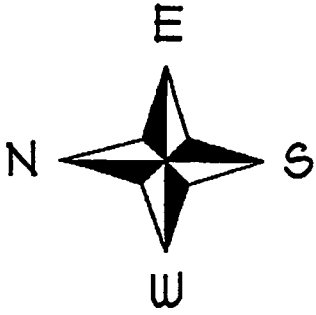
Wilson Hill Elementary Drop-Off Procedures

- Students eating breakfast or are a part of PROJECT MORE may be dropped off beginning at 7:35 AM. Students may enter the building using the main entrance.
- Students not eating breakfast may be dropped off beginning at 7:40 AM. Students may enter the building using the 3rd and 4th Grade Doors (Middle set of doors in the drop-off/pick-up area).
- Students who ride the bus and who arrive before 7:40 AM will wait with the staff member on duty (K-2 Main Entrance and 3-6 East Playground).
- Adults who choose to escort their child to the front doors of the school should utilize the South Parking Lot next to the Kindergarten playground.

Wilson Hill Pick-Up Procedures

- Students who ride the bus and who walk will be dismissed at 2:25 PM out the main entrance.
- Students who are picked up or attend Care After School will be dismissed at 2:27 PM.
- During dismissal, students will be lined up by grade level, behind a designated cone. This may be indoors (3rd or 4th grade hallway) or outside (on the concrete next to the pick-up area). Staff will call the students name when their ride is ready for the child to load the vehicle by giving the student a designated number where the child's ride will be waiting for them.
- Vehicles are to approach the drop-off/pick-up area from the south and enter from Northland Road, driving North (Right Turn Only).
- If there is a line of traffic prior to dismissal, car drivers are asked to leave an area on Northland Road where buses can both pull into the bus loading zone and pull out.
- Adults picking up the child are to remain in the car during pick-up and Wilson Hill staff will help ensure that students safely load the vehicle.
- A staff member will be the crossing guard at the drop-off/pick-up entrance to Northland Road.
- Vehicles are asked to have a sign on their passenger side window with the student's name/grade so the staff member on duty can identify the child/children being picked up.
- If a vehicle is ready to pick up a student, but the student is not yet present, a staff member on duty will ask the vehicle to pull up to a designated area to wait for their child. This is to allow dismissal of all students to continue.
- Vehicles are to exit the drop-off/pick-up area by turning right only onto Northland Road.
- Adults who choose to escort their child to their vehicle school should utilize the South Parking Lot next to the Kindergarten playground.
- The North Visitor Parking Lots spaces (In the center of the drop-off/pick-up area) are to be utilized during non-arrival/dismissal time periods. This is to ensure the flow of traffic can continue during these time periods.

We appreciate all families' support of the procedures and guidelines that have been established. As adults, let's model the way we expect our children to follow expectations. Thank you for your support, student safety is a priority.



Staff Parking

Visitor Parking North Lot
(Extended Visits—No
Arrival/Dismissal Parking)

Student Drop-Off &
Pick-Up Area
(Adults Remain in Car)

WILSON HILL ELEMENTARY
Drop-off/Pick-Up Plan

Main Entrance with
Secured Entry to
begin 2013-14

Playground

* Adult Crossing
Guard

Visitor Parking South Lot

Exit: RIGHT
TURN ONLY

Bus Pick-Up/Drop-Off ONLY
Entrance: RIGHT TURN ONLY

NORTHLAND ROAD

