

ARRIVAL AND DISMISSAL PROCEDURES FOR NON-BUS RIDING STUDENTS @ WBP

Parent Drop-Off Arrival Procedures:

1. Parent drop-off begins at 7:15am. Cars will enter the ramp at the end of the building in a single file line. At 7:15 a.m., WBP employees will be on the ramp to accept students.
2. Parents/guardians will be directed to pull all the way up to the beginning of the line. A WBP employee will assist you and your child in the drop off process.
3. Children will exit the vehicle on the passenger side onto the school sidewalk. Students will enter the building using the closest exterior doors.
4. Please remain parked/stopped until a WBP employee and/or crossing guard permits you to move forward. Do NOT go around vehicles to leave the bus lane.
5. Once directed, vehicles will exit the bus lane onto Terry Drive. Remember to be courteous while waiting to enter/exit the drop-off ramp and please obey the directions from our School Security Officer, WBP employees, and crossing guard.
6. **DO NOT DROP OFF STUDENTS AT ANY LOCATION OTHER THAN THE DESIGNATED DROP-OFF LINE.**

Parent Pick-Up Dismissal Procedures:

ALL Parents/Guardians will be given Parent Pick-Up cards that MUST be utilized during Parent Pick-Up. Each Parent Pick-Up card will contain a number that will be utilized for everyday Parent Pick-Up. If you do not have a Parent Pick-Up Card at dismissal, be prepared to show a Valid State Issued ID.

1. Parent Pick-Up begins at 2:04pm. Cars will enter the ramp at the end of the building beginning at 1:45pm in **TWO** lines. Be mindful of cones that are set up on the ramp.
2. Parents/guardians will be directed to pull all the way up to the beginning of the line.
3. Display Parent Pick-Up Card in front windshield so that it is fully visible. Students should have a matching card attached to his/her backpack. Be prepared to show proper identification if you do not have a Parent Pick-Up Card.
4. WBP employees will assist students to vehicles. Do not exit your vehicle unless your child needs assistance getting into the vehicle. Be aware of staff and students walking in the pick-up lanes.
5. Our goal is to load 12 cars (6 in each lane) at a time in one round. Once a round of 12 cars is loaded, they will be released and cars will pull forward to load the next round of 12 vehicles.
6. Please be patient, courteous, and respectful to those around you. Pay attention to instructions from WBP employees.
7. Late arrivals to Parent Pick-Up will need to park in front of the building and report to the main office to receive the student.

WBP PARENT DROP OFF AND PICK UP MAP:

