

TRAFFIC ROUTE:

1. Use Woodside Drive to enter the school area. Woodside Drive is one block east.
2. Enter the school campus through the east driveway in front of the multipurpose room (gym) and exit the west.
3. DO NOT ENTER Heidi Street **between 7:20 AM-8:30 AM and 2:30 PM-3:30 PM** on school days. You may receive a traffic ticket if you use Heidi Street during the times listed above.
4. NO PARKING ON THE STREET OR BETWEEN THE "NO PARKING" SIGNS!!! You may receive a parking ticket for parking on the street.
5. Do not park on Summit Avenue during take-in or dismissal.

ARRIVAL:

- ⌚ **Students are expected to arrive no earlier than 7:45 a.m.** *Students who arrive earlier than this time are at risk because **there is no adult supervision available prior to 7:45 a.m.***
- ⌚ At 7:30, bus students will arrive on campus.
- ⌚ At 7:45, all students will enter the buildings for breakfast.
- ⌚ Students arriving after 8:10 will be counted as tardy.
- ⌚ All students in grades K-5 will be dropped off in front of their designated buildings in the car lane. Pre-K students (only) will be dropped off in the cafeteria. Staff members will be on duty to greet students. **No students should be dropped off in a parking lot on campus, on the street or any other entrance to the school.**
- ⌚ The designated buildings for drop-off are below:
 1. **K/2 Building (near the gym)**
 - Self-contained
 - PreK3/SPED
 - Kindergarten
 - Second Grade
 - Fifth Grade
 2. **Main Building**
 - First Grade
 - Third Grade

- Fourth Grade
3. Near the cafeteria
 - Pre-K students (only)

Procedures for CAR RIDERS:

- **Kindergarten, Second, and Fifth grade students along with self-contained and PreK3/SPED classes** will drop students off near the K/2 building.

closest to their classroom. These students will unload in front of the K/2 building when directed.

- **All First, Third, and Fourth grade students** will enter the campus through the entrance in front of the gym also. They will need to proceed toward the main building for drop-off when directed.

DISMISSAL:

Students should be picked up promptly at dismissal.

Car riders must be picked up in the carpool area. **Cars may begin entering the carpool area at 2:30 PM using the entrance near gym.** Parents coming on campus for a parent conference may park in the parking lot during dismissal.

Only buses and day care vans will pick up students in their designated spots on Summit Avenue.

Please be mindful that traffic may flow slowly, so plan accordingly. Traffic will not move until the Traffic Director gives the signal – *no exceptions.*

CARPOOL PROCEDURES:

We realize that carpool dismissal can be quite challenging. PLEASE be patient and cooperative. THANK YOU IN ADVANCE YOUR SUPPORT! We are asking that parents

remain in their vehicles and follow the carpool procedures to insure the safety of their children, other students, parents, and John Will staff members. We are also asking that parents refrain from getting out of their vehicles to pull their students from the bench area. Additionally, we are asking parents to refrain from calling their children to their vehicles while the students are seated and have not heard their names called by the carpool announcer.

You can help with the carpool dismissal process by following these directions:

1. Display your car visor/sign before entering the carpool area.
2. Use Woodside Drive to enter the school area. Woodside Drive is one block east.
3. Enter the school campus through the east driveway in front of the multipurpose room (gym) and exit the west.
4. Staff members will direct carpool traffic flow. Please refrain from leaving one lane to go to another.
5. Do not leave your car unattended. Remain in your vehicle at all times. Staff members will use the car visor/sign to call students to the carpool loading area.
6. Once you have your child, wait until everyone ahead of you begins to move forward. Do not pull out around other cars.
7. Do not distract the teachers. This is not a good time to hold a conference. All teachers are on traffic duty and are responsible for watching all children.

Please note: NO PARKING ON THE STREET OR BETWEEN THE “NO PARKING” SIGNS!!! You may receive a parking ticket for parking on the street. Do not park on Summit Avenue during take-in or dismissal.

WALKERS

Walkers are escorted from campus by teachers. Parents and/or older siblings must wait for students near the sidewalk on the other side of the campus (near Summit Avenue). Once the teachers and students have safely crossed from the campus to the sidewalk area, the group will split. One group will walk towards Heidi Street. The other group will walk towards Chalet Drive. Parents may meet their child near the sidewalk directly across from the school.

Refrain from removing your child from the walking line before the teachers are able to cross the walkers over to the sidewalk area. Refrain from attempting to get students to

get into your car while they are being escorted by the teachers. This is an unsafe practice. If your child is a car rider, they must be picked up in the carpool area.