



**SAFETY PROCEDURES FOR 2019-20!**  
**PLEASE READ CAREFULLY AND**  
**THANK YOU FOR SUPPORTING WES IN OUR**  
**CONTINUING EFFORTS TO KEEP OUR STU-**  
**DENTS SAFE.**

# Arrival Procedures

## Wilkinson Elementary

### IMPORTANT....

**\*\*The first week of school, parent/guardians will be permitted to walk their child to class—however ALL visitors MUST enter through the front doors and receive a sticker allowing them entry. Visitors MUST exit the building by the 8:15 bell.**

**\*\*Starting the second week, parents/guardians may drop their child off at the office, walkers gate, or cafeteria gate but will not be permitted to walk their child to class.\*\* (This is for the SAFETY of all of our students.)**

**\*\*Parents of Pre-K children may walk their child to class after going through the main office and the raptor process.**

### BEFORE SCHOOL CARE

The cafeteria is opened at 6:45am for before school care. The fee is \$4/day and payable at the time of service.

### ARRIVAL PROCEDURES

Student supervision begins at 7:45am. Between 7:45 and 8:15, students must enter through the main office door where they will be allowed entry by the receptionist. Students will then go to the cafeteria and remain there until the 8:05 bell. Students who eat breakfast at school will begin eating at 7:45.

### WALKERS/BIKE RIDERS

Bike riders may walk their bikes to the bike rack. PLEASE ensure your child brings a bike lock as the school is *not* responsible for stolen, damaged, or missing items. State law requires all students riding a bike to wear a helmet. Students who arrive between 7:45 and 8:00 must enter the school through the cafeteria gate and wait in the cafeteria. Students arriving after 8:00 will enter the cafeteria gate, location. At 8:05 those students will enter classrooms.

### BUS RIDERS

Students who eat breakfast will leave the bus loop and go to the cafeteria. Students will then walk with grade levels to their classrooms after the 8:05 bell.

### CAR RIDERS

Students who are car riders will be sent to the cafeteria between 7:45 and 8:05. Students arriving after 8:15 will go through the front office.

# Dismissal Procedures Wilkinson Elementary

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**THE FAMILY OF EVERY STUDENT WILL RECEIVE (2) CAR RIDER TAGS AND (2) WALK UP (wallet size) TAGS.**

**EACH TAG WILL BE MARKED WITH THE LAST NAME/GRADE OF THE STUDENT/FAMILY.**

**WITHOUT THE PICK-UP TAGS, STUDENTS WILL NOT BE RELEASED TO ANYONE OUTSIDE OF THE BUILDING.**

**IT IS THE RESPONSIBILITY OF PARENTS TO ENSURE FAMILY MEMBERS HAVE THE PICK-UP TAGS EACH DAY—**ANY PERSON TRYING TO PICK UP A STUDENT MUST HAVE AN ID.****

Car Riders (Students WHO are picked up via the Parent Pick Up car line) The name on the Car Rider Tag will be called on a radio and the student will be released at that time. The student will exit the building and will be placed into the appropriate car.

*\*\*Any adult in the parent pick up line without a tag will need to park and go to the main office with an ID to dismiss their child. **No exceptions.***

Walkers Gate (Students whose parent/guardian has walked up to the gate near the playground) The name on wallet sized Walk Up Tag will be checked each day and the student will be released at that time. Parents will need ID at the walk-up gate.

*\*\*Any adult in the walk up line without a tag and ID will be asked to go to the main office to dismiss their child. **No exceptions.***

Bus Riders Students will be called over the intercom to come to busses. Bus Riders will be escorted from each building to the bus loop for dismissal each day.