

Arrival and Dismissal Procedures

2016-2017 School Year

Dear Parents/Guardians:

Our school's traffic patterns have been designed for the safety and security of your children. It is critical that you understand and comply with our arrival and dismissal procedures regularly. You are encouraged to read this letter carefully so you fully understand the process.

For a better understanding of the traffic pattern flow, you will find attached to this letter a map of our buildings and surrounding school property. Every parent/guardian must have a Winthrop Charter School placard with the students' name and grade written on it. Placards can be purchased at the front office. If a parent/guardian is not able to show the placard for any reason, he/she will need to park in a legally designated parking space. The students will be released from the main office, after appropriate identification (placard or photo ID) is displayed. We will not release any student to anyone who is not a parent/guardian, or an individual listed on the Students Emergency Card.

Drop off and dismissal will be according to the following schedule:

Middle School Arrival/Drop Off Procedures:

- Car riders must go around the loop, following traffic signs and staff directions.
- Cars will exit on Providence Road.
- Middle School students may be dropped off between 7:30 and 7:55 A.M.
- Middle School students must be in their seat by 7:57 A.M. or they will be marked tardy.
- Middle School students that arrive prior to 7:30 A.M. will be placed in Before Care and fees will apply.
- At 7:55 A.M, Middle School parents will need to park and accompany their child into the building and sign students in at the main office.
- Students should only be dropped off at designated locations.
- Middle School students should NOT be dropped off at the Elementary School, Starbucks, Publix or any other property within the Winthrop community and walk to the middle school.

Elementary School Arrival/Drop Off Procedures:

- Car riders must go around the loop, following traffic signs and staff directions.
- Cars will exit on Providence Road.
- Elementary School students may be dropped off between 8:00 A.M. and 8:25 A.M.
- Elementary School students must be in their seat by 8:30 A.M. or they will be marked tardy.
- Elementary School students that arrive prior to 8:00 A.M. will be placed in Before Care and fees will apply.
- At 8:25 A.M., Elementary School parents will need to park in a legally designated parking space and accompany their child into the building and sign students in at the main office.
- Students should only be dropped off at designated locations.
- Parents who join the carline may not leave their cars for any reason. If your child is unable to buckle themselves in, please change your mode of arrival or dismissal to parent-pick/up/drop-off Walker.
- Students may not walk unaccompanied from the Winthrop local businesses.

Middle School Dismissal Procedures:

Independent Walkers — Dismissed beginning at 3:00 P.M. from the East side of the building.

Parent Pick-Up Walkers — Dismissed at 3:05 P.M. from the East side of the building.

Parents/guardians must display the identification placard in order to pick up a student. At 3:15 P.M., parent pick up walker students who have not been picked up will be escorted to the cafeteria and will have to be dismissed from the main office, with appropriate identification shown by a parent/guardian. Any remaining parent pick up students will join the Emergency After Care program at 3:30 P.M and all fees will apply.

Car Riders — Dismissed beginning at 3:00 P.M. from the West side of the building in the carline area.

Parents/Guardians must display the identification placard. At 3:25 P.M., carline staff will be off duty. Therefore, parents will need to park and pick up their children at the main office, with appropriate identification. At 3:25 P.M., car rider students who have not been picked up will be signed into Emergency Aftercare and all fees will apply.

Elementary School Dismissal Procedures:

Independent Walkers — Dismissed beginning at 3:30 P.M.

Parent Pick-Up Walkers — Dismissed at 3:30 P.M. Parents/guardians must display the identification placard in order to pick up a student. At 3:45 P.M., parent pick up walker students who

have not been picked up will be escorted to the cafeteria and will have to be dismissed from the main office, with appropriate identification shown by a parent/guardian. Any remaining parent pick up students will join the Emergency After Care program at 4:00 P.M and all fees will apply.

Car Riders — Dismissed beginning at 3:30 P.M. from the West side of the building in the carline area. Parents/Guardians must display the identification placard. Parents whose child(ren) can not buckle themselves in to their seat should not use this mode of dismissal. At 3:55 P.M., carline staff will be off duty. Therefore, parents will need to park and pick up their children at the main office, with appropriate identification. At 3:55 P.M., car rider students who have not been picked up will be signed into Emergency Aftercare and all fees will apply.

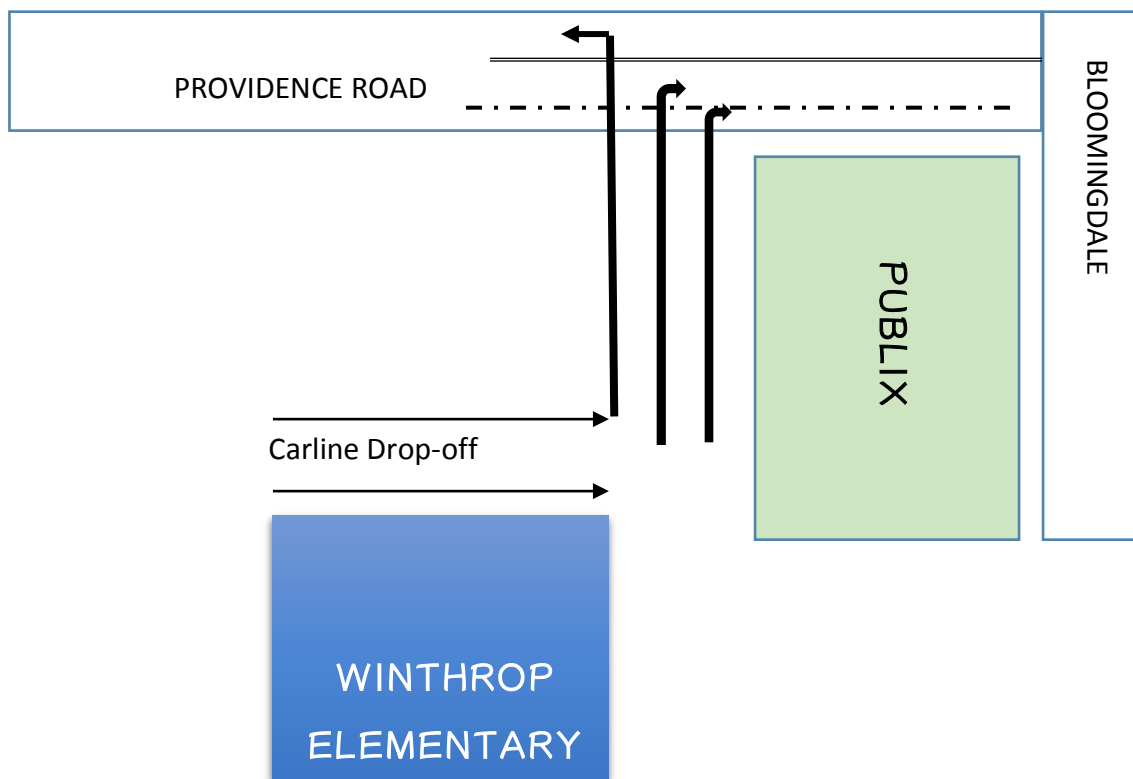
We strongly encourage parents to always follow school procedures, traffic patterns and to adhere to drop off/dismissal times. Failure to follow arrival and dismissal procedures may result in your child being asked to leave our learning community.

Middle School Early Dismissal: On Early Release Days all procedures of regular dismissal applies. Students will be dismissed at 12:00 P.M. rather than the normal 3:00 P.M. dismissal time.

Elementary School Early Dismissal: On Early Release Days all procedures of regular dismissal applies. Students will be dismissed at 12:30 P.M. rather than the normal 3:00 P.M. dismissal time.

Carline Tips

- When leaving carline we will use a three (3) lane policy. Providence Road between our school and Publix is a 4-lane road. Therefore, two rows of cars will be turning right onto Providence and at a time. The far left will be for left-turns only (not recommend).



- Students may not, at any time, walk between cars.** This is a safety issue. Therefore, if you have a carseat in the back passenger side, please use the far right lane (sidewalk side) of carline.

- As you enter carline, please have your child gather all of their belonging, be ready to unbuckle their seatbelt/carseat and leave the car as soon as the whistle blows. All students will exit their cars from the right, passenger side. If you have two children in the back seat, please use the right side of carline. A child seated in the back seat behind the driver may not exit the car on the Providence Road side of carline.
- **Parents may not, at any time, leave their car during carline.** If you have a child who is unable to unfasten their seatbelt, or has a large project or supplies in the trunk of the car, please park in a legally designated parking space and walk your child to school.
- For the safety of all of our students, we ask that you refrain from using your cellphone while in carline. 100% of your attention will assure the safety of our students and allow carline to move much quicker.
- **Elementary School parents** — please do not come to school before to 3:30pm on regular school days or 12:30pm on early release days. We must first dismiss all middle school students prior to allowing elementary carline to enter the queue. Carline begins at 3:30pm on regular school days and 12:30pm on early release days. Carline will end and precisely at 3:55pm on regular school days and 12:55pm on early release days. Student who are not picked up by the end of carline will be placed in emergency after care and all fees will apply. Children of families who have an outstanding balance will not be permitted to participate in any after school clubs, sport teams or school field trips.

We thank you for your continued support!!