

# ***West School Routine Arrival, Cold Weather Arrival, and Rolling Drop-Off Procedures***

*Below you will find a list of questions and answers that are meant to notify and review routine arrival procedures, for rainy weather, when the temperature is at or below 32 degrees, heavy snow, or a situation that creates an unexpected safety concern. Please share these procedures with those who will be dropping off or picking your child up.*

*We also ask that you keep your contact information up to date at all times to ensure you receive Connect Ed email and telephone messages. If you need to update your information for Connect Ed phone calls please see Mrs. Vassallo in the main office. We appreciate everyone's cooperation in keeping all students and families safe.*

## **What time do routine drop off procedures begin?**

- Drop off on days when the temperature is above 32 degrees begins at 8:50 AM. Supervision begins at this time. All students arriving prior to 8:50 AM must be under the supervision of an adult.

## **Who is allowed to enter West School grounds by car?**

- We ask that only teachers, staff and families with handicapped placards enter school grounds. Families entering the grounds with handicapped placards we ask that you park in the designated areas and do not stop in the area that our buses will need to unload students. We also ask that you pay close attention to the buses and do not go around them.
- We appreciate everyone's cooperation with parking on Bow Street and walking their child down to designated grade level doors or to the main entrance (when temperature is below 32 degrees or there is inclement weather).

## **Where will children line up on mornings when it is raining or the temperature is at or below 32 degrees?**

- **At or before 8:35 AM, a determination will be made as to whether students will come indoors. If it is raining, or if the temperature is at or below 32 degrees using the Weather Channel App, an "IN" sign will be posted in the front window. Students will be let into the building through the front doors at 8:40 AM. We will not line up outside on these days.**

## **When will rolling drop-off be offered in the morning?**

- **If there is a snow ban, heavy snow, or an unexpected safety concern during arrival we will offer rolling drop-off beginning at 8:40 AM.**
- **A sign will be displayed “Rolling Drop Off” at 8:30 AM on Bow Street where parent parking typically begins.**

## **How do rolling drop-off procedures work?**

- **These procedures begin at 8:40 AM only on days when there is heavy snow, a snow ban or an unexpected safety concern exists.** When rolling drop-off is being used, we ask that all families (including families with handicapped placards) follow the procedures outlined below:
  - Vehicles should line up single file on Bow Street, keeping to the right and starting just before the school driveway entrance.
  - At 8:40, staff and volunteers will guide you to pull forward, several cars at a time.
  - Staff/volunteers will assist your children in exiting cars from the right passenger side of the vehicle and guide them along the sidewalk into the front door of school.
  - Please do not let your child out anywhere except in the unloading zone where volunteers are present.
  - We ask all parents to remain in cars and allow volunteers to assist your children. This process takes time and we ask that you are patient and kind to our volunteers.
- Rolling drop-off procedures requires at least two (2) parent volunteers daily to be able to run safely. I thank the volunteers who have volunteered their time allowing for us to utilize rolling drop-off.
- We are always looking for additional volunteers to assist with rolling drop off. If you are able to volunteer to help with drop off arrival procedures, please notify Stacy Hughes directly ([staceyhughes@me.com](mailto:staceyhughes@me.com)). Volunteers do not need to be able to volunteer every day.