



West Elementary

Michelle Bidlack, Principal

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Parents.... Welcome to the 2015-2016 school year. I look forward to meeting you and spending time each day with your child. It is with great excitement that I share some changes that have occurred over the summer to increase student safety. The main office entrance has been relocated to exist beyond a second set of security doors that will be in place soon. The interior visitor window has been moved for easier parent access to accommodate this security door addition. We have replaced the front fence, improved drainage areas, and made some minor modifications within the building to make student access to the main office, principal's office, and nurse's office more secure.

***Please pay special attention to the following STUDENT DROP-OFF / PICK-UP PROCEDURES.**

First grade classrooms are located in the East wing of the building. A driveway has been added to accommodate vehicles transporting first grade students. You must turn right off Maple Summit Rd. (in the back of the building) to enter the car line. First grade students will enter the building in the morning and exit the building in the afternoon through the East end doors ONLY. The entrance gate will be opened at 2:45 each day. Cars exiting must turn right only as they leave the premises.

Kindergarten students should enter and exit the building through the front office doors. Vehicles transporting kindergarten students should use the main office entrance in the front of the building by turning right off Maple Summit Rd. into the front drive. There are no parking spaces along the front driveway. This is a two-lane entrance. Parents dropping off and picking up students must stay in the right-hand lane and form a car line. The left lane is for emergency entry or parent meeting arrival only and students are not allowed to enter or exit a vehicle from the left lane.

Prekindergarten classrooms are located in the South wing of the building. Prekindergarten students must be dropped off and picked up at the South end (back) of the building. Vehicles should enter turning right off of Maple Summit Road in the back of the building. Pre-K students should not arrive at school until 8:25am as there is no supervision until that time. Vehicles will enter the back car line (along with first grade). Once on the property, you will see the arrows outlining how you will then veer left to loop around the open lot area and come back to the South end doors. Teachers will be visible to help children exit your vehicle and safely enter the building (reverse process for dismissal).

If you are transporting a kindergarten and a first grade student, both students should be dropped off and picked up using the first grade East end doors. During after-school dismissal, we will have both (or more if carpooling) students together exiting through the East doors. However, for the safety of our Pre-K children, they will be entering and dismissing through the South end doors ONLY. I realize that this may be inconvenient for some who will need to circle the building to return to get a Pre-K child, but the safety of our 3 and 4 year old children must be priority. The Pre-K teachers will personally and safely guide each child to their proper transportation vehicle.

I greatly thank you for your patience during the first few days of school while we work through this procedure and provide the best possible safety routine for our children. I look forward to meeting you throughout the school year as we gather for parenting and social events.

Respectfully,

Michelle Bidlack, Principal

Arrival and Dismissal Information
is located on the back.



Student Arrival

On the first few days of school, students arriving by bus or by car will be escorted to their classroom by school personnel as they are dropped off at the doors of their appropriate bus or car line. This will ensure that students arrive safely to classrooms as they learn our arrival procedures. This allows parents the convenience of moving quickly through the car line and keeps traffic flowing as we work through the arrival process.

First Grade students who are eating breakfast should arrive at 7:45 entering through the East doors. Students who are not eating breakfast should arrive after 7:45, but no later than 8:15am. There is no supervision for car riders until 7:45.

Kindergarten students who are eating breakfast should arrive by 7:45 through the front doors. Students who are not eating breakfast should arrive after 7:45, but no later than 8:15am. There is no supervision for car riders until 7:45.

Prekindergarten students in the morning class should arrive promptly at 8:25am.

Prekindergarten students in the afternoon class should arrive promptly at 12:10pm.

There is no supervision for students arriving prior to the above designated times.

Prekindergarten students do not participate in the breakfast/lunch program and should eat a healthy meal prior to coming to school. A light snack is served each day and white milk may be purchased for .30 per day.

Early Childhood Special Education students receive specific arrival information from teachers.

Student Dismissal

First Grade students dismiss at 2:55pm through the East doors. The gate will be opened at 2:45pm each day to allow the car line to begin forming. There is no benefit to arriving prior to 2:45pm.

Kindergarten students dismiss at 2:50pm through the front doors.

* On early dismissal days - 1st grade dismisses at 11:25am & kindergarten dismisses at 11:20am.

Prekindergarten students dismiss from the morning class at 11:15am through the South doors.

Prekindergarten students dismiss from the afternoon class at 3:00pm through the South doors.

Early Childhood Special Education students receive specific dismissal information from teachers.

Bus Riders

If your child will normally be a bus rider, it is in their best interest to have them begin riding the bus on the first day of school. Routines and bus seating are practiced the first day based on their arrival. Your child will receive an arm band on the first day—please have them wear this throughout the week. Riding the bus on the first day gives children the opportunity to practice their routine, identify other bus students, and meet our supervisory staff. This decreases and often eliminates anxiety and confusion as your child becomes confident.

All bus riders will enter through the West end doors. Students are expected to display proper bus conduct at all times while riding a bus. As we all know, the early childhood years are filled with learning opportunities and experiences. Some are pleasant and some require further guidance. We also know that parents are a child's first and most important teacher. Please support our bus personnel by reminding your child each day of proper bus conduct and we will do the same prior to their ride home.

Car Riders

All vehicles must have a sign with the child's name on it visible to the supervisor as you pick up your child each day. Please share this information with anyone who will be transporting your child.

Please Remember...

Student safety and student achievement are our priorities. Please support us by sending your child to school each day ready to learn. We will offer many learning opportunities and engage them in new experiences each day and return them safely to you excited about sharing details of their day. Please review the Handbook for specific information. Together, we can make this your child's best year yet!