



Westbrook Park Elementary School
Marc Comfort
Principal

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Dear Parents and Guardians:

Westbrook Park Elementary School – Arrival Procedures

Below are the arrival procedures at Westbrook Park Elementary School. There are three options to come to school. If eligible, students may take a bus, parents can drop off in the car loop, or parents can walk their child to school. Bus students and walkers will enter the school building at the main entrance no earlier than 8:30am.

The following are the specifics of these 3 options.

- The school district buses pick children up at their designated stops and deliver them to school. The bus loop is closed to cars during arrival. It is imperative that we keep the students out of harms way in the morning.
- The car loop **must** be utilized if you drive your child to school. It is located on the Springfield Road side of the school. Pull up to allow cars to get off the street. A staff member or student safety will open your door and a student safety will walk the student to the doorway. Car line starts at 8:30 and ends at 8:50. After this time you must park and bring your student in the main entrance to the office and sign them in late.
- Students walking from the carline side of the building walk around the dumpster and in the yellow line area and enter through the door by the cafeteria. All other students should enter from the main entrance.

All bus riders, walkers and car riders in AM Kindergarten, and 1st grades will sit at assigned areas in the cafeteria.

All bus riders, walkers and car riders in 2nd, 3rd, and 4th grades will walk directly to the gym. And all students in 5th grade will report to the Library (this is new).

Dismissal procedures are on the back page.

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Westbrook Park Elementary School – Dismissal Procedures

Below are the dismissal procedures at Westbrook Park Elementary School. If eligible, students may take a bus home from Westbrook Park Elementary School. Parents can pick up their child in the car loop, if they wish to drive their child home. Lastly, parents can meet their child in the dolphin courtyard to walk them home.

Homeroom Teachers will have a list of what option each student is to follow each day. If you are going to change this option, the parent or guardian must send a note to the homeroom teacher that day. Please do not call during that day to make changes.

The following are the specifics of these 3 options.

- The school district buses come to the school to meet your children and drop them off at the designated spots on the way home. We have several buses that pick up many children at dismissal. The bus loop is closed to cars during dismissal. It is imperative that we keep the students out of harms way in the afternoon.
- The car loop must be utilized if you drive your child home from school. It is located on the Springfield Road side of the school. Parents should not get in the car loop before 3:05. Pull into both lanes as far as you can. Remind your children to pay attention and raise their hands when they see your car. Staff members will walk your child to the car. All children will be placed in the back seat of the car since the law states no one under 12 is allowed in the front seat. Please do not call your child to come to your car. As a reminder, parents must use a car for this situation. Please do not walk across the car loop to retrieve your children.
- The Dolphin Courtyard is located on the side of the school. This is the meeting location for parents and children who are walking home.

If everyone follows these procedures, our students will be safe at the start and end of the school day.

Sincerely,

Marc A. Comfort
Principal

