



## WPLS Drop-off and Pick-up Procedures

Drop-off and Pick-up times can be confusing and congested. Please follow all these rules and procedures to ensure that the process works effectively. Be sure to inform others (i.e. babysitter, grandparent) who will pick up your child of this process.

### General WPLS Circle Drive Rules

- Never park in the circle drive during the times of 7:30-9:00 a.m. or 4:00-5:15 p.m.
- Be courteous.
- Be aware of children.
- Show your mascot hangtag.
- Drive slowly.
- Never leave your car running when you are not in the vehicle.
- Always take your keys with you when leaving your vehicle.
- Never leave children unattended in your vehicle.
- Be patient.

### What do I do with my classroom mascot hangtag?

**During pick-up and drop-off times**, please place your hangtag on your rearview mirror in such a way that we can see it easily. We cannot see hangtags on your dashboard. Please **always** have your hangtag. If you need more hangtags, ask your child's teacher. We are happy to make another for you.

### Where am I allowed to park?

Parking is only allowed in the parent parking lot to the right of the main entrance. The lot behind Kinard Hall is residential parking for students, and you may receive a ticket. Parking is **only** allowed in the drop-off/pick-up circle drive from 9:00 a.m. to 4:00 p.m. **If you anticipate that pick-up of your child will take more than 5 minutes, please park in the parent parking lot.** It is important to ensure the circle drive is not blocked.

### How do I drop-off and pick-up my child?

#### **Drop-off in the circle drive:**

Drop-off is between 7:30 and 8:15 a.m.

As you drive through the circle, please pull up just past the main entrance. We try to unload at least three cars simultaneously. A Willie Price Lab School (WPLS) staff member will give you a clipboard to sign-in your child for the day and help your child out of the vehicle. To minimize congestion, please stay in your vehicle because when parents exit the vehicle it takes more time and causes traffic problems. If you need to come into the building, please park in the parent parking lot.

#### **Pick-up in the circle drive:**

Pick-up is between 4:45 and 5:15 p.m.

As you drive through the circle, please pull up just past the main entrance and **wait by your vehicle**. A WPLS staff member will walk your child to you and hand you a clipboard to sign-out your child out for the day. You are responsible for buckling your child into his/her seatbelt or car seat. Please refrain from conversations with WPLS staff members at this time because traffic will become congested. You may be asked to show your ID or even park and walk into the building if the staff does not recognize you. Please inform all people allowed to pick-up your child of these possibilities. We ask that you are patient with us and understand that these precautions are for the safety of your child.

### What if I arrive after 8:15 a.m.?

If you arrive after 8:15 a.m., you are required to walk your child into his or her classroom. To minimize disruptions and distractions in classrooms, it is important to enter quietly. **If you bring your child between 8:15-9:00 a.m., remember to park in the parent parking.**