

WOOD RIVER ELEMENTARY
ARRIVAL AND DISMISSAL PROCEDURES

Most important is setting up your students Pick Up Patrol (PUP) account. See PUP information page.

ARRIVAL PROCEDURES

- **Bus Riders** – Students who arrive on the bus before 7:30 am will go to the cafeteria for holding until 7:30 am. At 7:30 am students not eating breakfast will be sent to their holding areas until 7:45, at which time they will be sent to their classroom.
- **Student Drop Off** – Student drop off begins as early as 7:20 am. Please note, at this time until 7:30 am there will not be staff members outside assisting students out of the cars. We do have a staff member inside the door directing students to their holding area until 7:45 am.

Students dropped off from 7:30 through 7:45 am will be sent to their holding areas. At 7:45 am they will be directed to the classroom.

DISMISSAL PROCEDURES

Wood River Elementary uses the Pick-Up Patrol (PUP) dismissal program. Please make sure you have signed your student up in Pick-Up Patrol.

(Flagpole is not available.)

- **Bus Riders** – Students who are bus riders will be dismissed from their classrooms to a holding area within the school and escorted by a staff member to their bus. As students load buses, a staff member will check the bus list to monitor the correct students are loading the bus. Students that are not on the list must have a bus change form in hand to load the bus. This form is giving to the bus driver for determination of the drop off location for the student.
- **After Hour Kid Power (Latchkey)** – Students who are Latchkey will be dismissed from their classroom to a holding area where a staff member escorts the students to the cafeteria. When students arrive to the cafeteria for Latchkey they check the students in to the program.
- **Walkers** – Students who walk home are dismissed from their classroom to a holding area where a staff member will pick them up. The staff member will escort the students to several drop off points. First stop, Dry Creek and Big Cyprus Bayou, second stop on Dry Creek, third stop is at Dry Creek and Rapids. You can refer to the map for the 3 locations. At which time the student will be directed to the direction of their home.
- **Car Riders** – Car riders will remain in their designated area until called upon by the teacher. Parents or Guardians MUST have a car rider tag to pick up students. Place car rider tag in the driver side window for staff to the student.

Car riders – If you do not have the required tag, you will be directed to the office to get the appropriate tag. Remember, all of our arrival and dismissal procedures are in place for the safety of our students.

Dismissal changes must be made through Pick-Up Patrol before 2:00 pm the day of the dismissal change.