

Winthrop Grade School

Theresa Violette, Principal

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To: WGS Parent/Guardians
From: Theresa Violette, WGS Principal
Date: 8/25/2025
Re: WGS Arrival & Dismissal Changes

Dear Parents and Guardians,

We are making changes to our arrival and dismissal procedure with safety and increased instructional time at the forefront of our decisions.

For arrival, doors open at 8:10 a.m. with **school starting at 8:30 a.m.** If you would like your child to eat our free school breakfast, please have them at school prior to 8:30 so we can start instructional time, with everyone participating, at 8:30 a.m. Your child will be considered tardy after 8:30 a.m.

Please note the highlighted changes in our procedures for afternoon dismissal::

- **Walkers (Gr. 1-5) are dismissed at 2:55 p.m. from the Nurse's Office Door (A1).** Students are checked off on a list when they exit, but are not supervised once they leave the building, other than to assist with crossing Highland Ave. If a family has an older sibling of a preschool and/or kindergarten student, with parent permission, they can walk home with the older sibling.
- **Preschool and kindergarten students who are not riding the bus will be released at the gym door between 2:55-3:10 p.m., unless they are walking with an older sibling.**
- **Students being picked up by parents are dismissed at the gym doors as parents arrive at 2:55 p.m. and no later than 3:10 p.m.** Identification is required for an alternate pick-up adult.
- Bus students are dismissed at 3:10. Teachers walk all students to the doors near the office for release to buses in the front loop of the building.
- The buses leave the school at approximately 3:20 p.m.
- **There should be no cars parked in the front of the school/Highland Ave. at the end of the day.**

Preschool and kindergarten students must be accompanied by an older sibling in order to be released as a walker at the nurse's door (A1). If there are preschool and kindergarten walkers who do not have an older sibling, they will proceed to the back of the building, the gym door, where they can be picked up.

WGS uses *PickUp Patrol (PUP)* as our online system for daily dismissal changes. Parents will receive information regarding PUP at the beginning of the school year. This system eliminates daily changes/notes. Parents will need to contact the office for any changes. **Please note: The cutoff time for making changes is 2:30 p.m. (10:30 a.m. for morning preschool) unless there is an emergency.**

We appreciate your cooperation with these changes. If you have any questions or concerns, please contact the main office at 377-2241.