

# Daniel Webster Elementary School

## **Arrival/Dismissal Protocols**

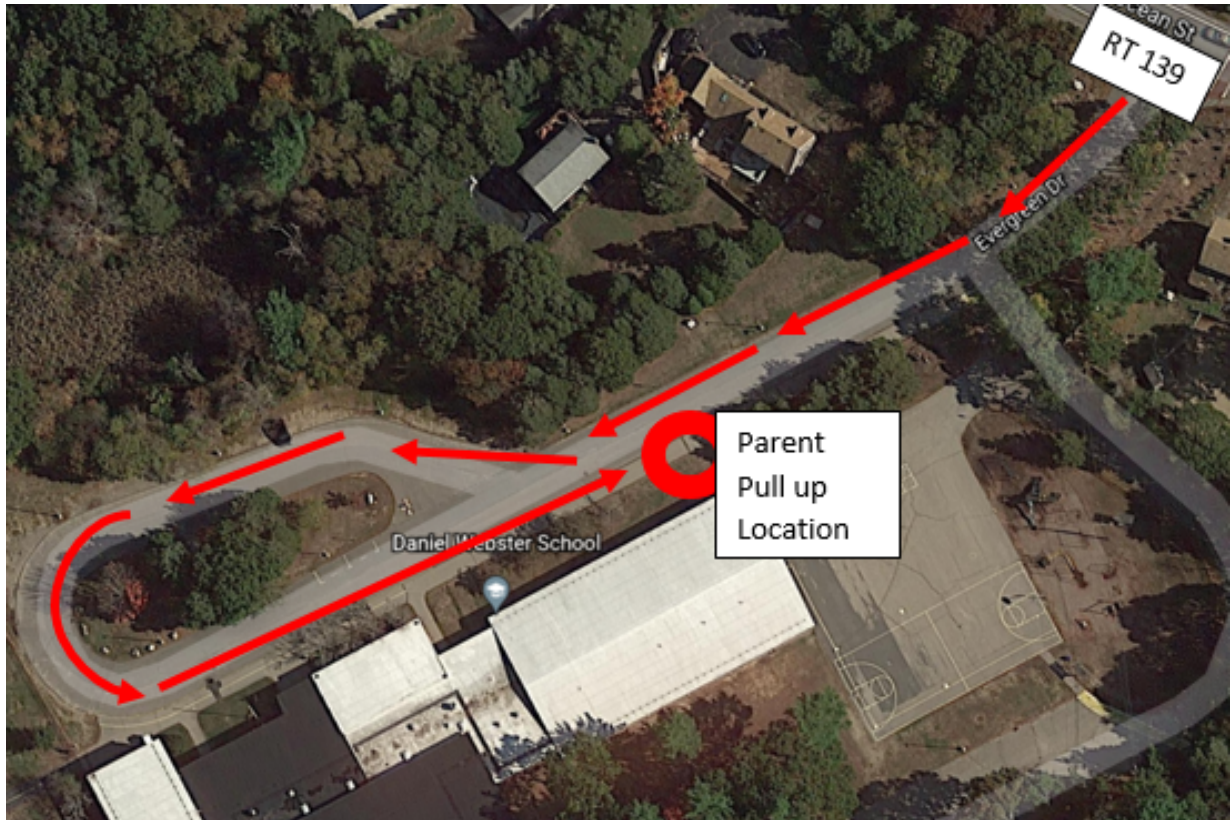
The following is a visual summary of DWS' Arrival and Dismissal protocols. Please share these visual representations with anyone who may be dropping off or picking up your child(ren).

In order for this new procedure to be effective, we are relying on parents to adhere strictly to the protocol. A few important reminders include:

- 1) Please remember to pull all the way up to the marked location during arrival and dismissal, **especially during inclement weather**.
- 2) Please DO NOT get out of your car in the live drop-off/pick-up line.
- 3) Please have your student(s) ready to exit your vehicle (this is something that may need to be practiced before school starts with our younger students).
- 4) Please remember students should be entering and exiting the car on the **passenger side** only.
- 5) Grades K-5 students may be dropped off between **8:35 am-8:45 am** (cell phone time). Please do not arrive earlier than **8:35 am**. We do not have staff supervision until 8:35.
- 6) We ask that our PreK families refrain from entering the drop-off line until after Grades K-5 arrival which ends at **8:45**. PreK Staff will not be available to help students with arrival before this time.
- 7) Should you choose not to ride the bus and walk to school, please be advised that there will be crossing guards on Route 139 at four locations. After crossing students, our crossing guards will act as a walking school bus and will walk students to the school at a designated time.

We are hopeful that these procedures will ensure the safest and most efficient drop-off and pick-up possible. If you have any questions or would like any clarification, please do not hesitate to reach out to: [smacneil@mpsd.org](mailto:smacneil@mpsd.org).

# Live Drop Off/Pick Up Line



At arrival and dismissal times, we ask that you form one line in the parking lot, which allows us to accommodate as many vehicles as possible. Please follow staff directions and pull all the way up to the marked location (red circle), **especially during inclement weather.**

## **Arrival**

- DWS hours are 8:45 am-3:25 pm. Students should arrive between **8:35 a.m. and 8:45 a.m.**
- If you arrive before 8:35, please remain in your vehicle with your child until staff arrive to supervise.
- Please do not enter the front playground bus area.
- Please do not exit your vehicle at any point. We will help your children out of the car. It is important to keep the line moving as much as possible.
- In the car line, please pull forward as much as possible to make room for additional cars.
- Please do not park your vehicle in the live line.
- Please do not drive around another car for any reason. Once you have unloaded your passengers, please continue to move out of the driveway.
- Students will enter directly into the building through the front door.
- Pre-K should not enter the drop-off line until 8:45 am.

## Dismissal

- DWS hours are 8:45 am-3:25 pm. Students will begin car line dismissal at **3:20 pm**.
- If you arrive before 3:20, please remain in your vehicle.
- Please do not park your vehicle in the live line.
- In the car line, students will be dismissed in order of car line up through the gym doors.
- Please follow staff directions and pull all the way up to the marked location (red circle).
- Please wait for the car in front of you to pull forward. Do not attempt to pass vehicles.

### **139 (Ocean Street) Through Traffic**

*It is very important that we avoid blocking through traffic on 139 (Ocean Street). Emergency vehicles need to be able to get through. Please pull as close as possible to the side of the road if you need to wait to enter the parking lot and be cognizant of vehicles passing through. Please do not block the buses from entering.*

## **Bus Drop Off/Pick Up**



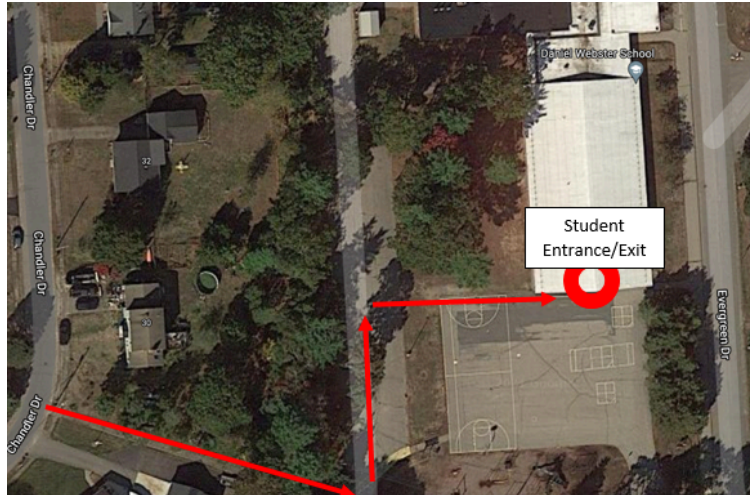
Students arriving and departing by bus will enter and exit through the upper wing doors.

- DWS hours are 8:45 am-3:25 pm. Students will depart buses no earlier than **8:35 am**.  
Students will board buses and be ready to leave the DWS campus no earlier than **3:25 pm**.

*Please note: K-2 students must have a parent or older sibling present at the stop in order to depart. If there is they are allowed to get off with. Unless there is a note from a parent, there have been a few rare instances where the parent is working from home and has asked the driver to allow the student off alone.*

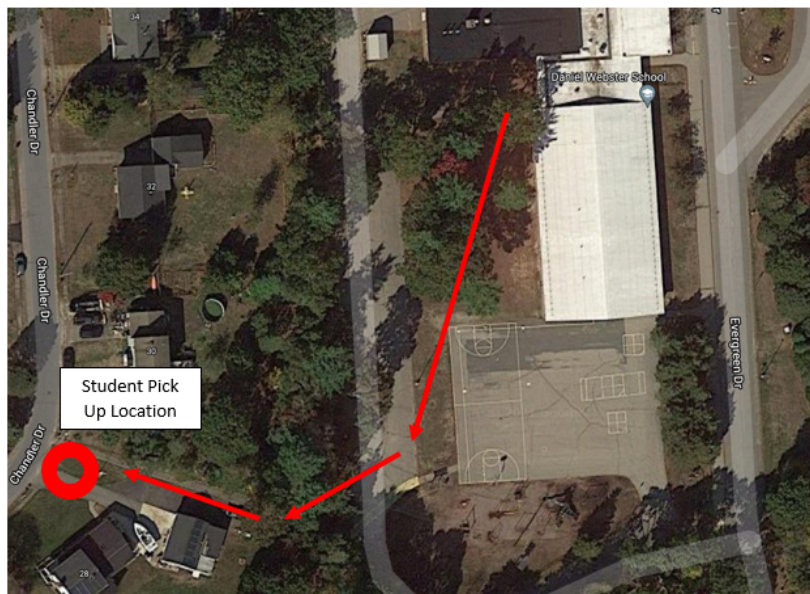


# Easement Walker Arrival & Dismissal



## Arrival

- DWS hours are 8:45 am-3:25 pm. Students should arrive between **8:35 am-8:45 am**.
- If you arrive before 8:10, please stay with your child until **8:35 am** when the building opens for student arrival. If your student is an independent walker, please do not have them arrive on campus before **8:35 am**.
- Please do not enter the front playground bus area. For safety, the playground is not available during arrival times.
- Students will enter directly into the building through the upper wing entrance/exit.



## Dismissal

- DWS hours are 8:45 am-3:25 pm. Students will begin easement dismissal at **3:20 pm**.
- Teachers will be available to assist students through the easement until **3:25 pm**.
- Any student not picked up from the Easement by **3:25 pm** will walk back to the school and will be in the main office for pick up.

# **Ocean Street Walker Arrival & Dismissal**

## **Arrival**

- DWS hours are 8:45 am-3:25 pm. Students should arrive between **8:35 am-8:45 am**.
- Once students arrive at school, they will walk along the sidewalk to the front entrance of DWS. Students should not enter the front playground bus area.
- Students will enter the building at the front entrance.

## **Dismissal**

- Students will be escorted by the crossing guards as they leave the building to Ocean Street. Crossing guards will cross the students at their crosswalks and students will then be on their own to travel home.

## **Crossing Guards**

Crossing guards will be stationed at four locations along Ocean Street from **8:20-8:45** and **3:25-3:50**.

## ***DWS Driveway & Ocean Street***



## ***Macker Terrace & Ocean Street***

