

Arrivals and Dismissals

Office Hours: 7:00 AM to 4:00 PM

Teacher Hours: 8:00 AM to 3:30 PM

Instructional Hours: 8:15 AM to 2:30 PM

Arrivals:

- Students may arrive between 8:00 and 8:15 AM.
- Breakfast is served from 8:00 to 8:10 AM
- From 8:00-8:10 AM, students may enter the building through the front doors or the cafeteria doors only.
 - K-1st students will gather in the cafeteria. Parents/guardians may accompany them.
 - 2nd-5th students will gather in gymnasium. Parents/guardians may accompany them.
- At 8:10 AM, teachers will come to meet students and escort them to class.
 - Parents/guardians who wish to stay in the building past 8:10 AM will need to register in the main office and get a visitor/volunteer badge. **Please do not walk with your child to class unless you have a visitor badge.**
- Students arriving at 8:10-8:15 AM will need to enter through the main front doors and walk directly to class. **Please do not walk with your child to class unless you have a visitor badge.**
- At 8:15 AM, the classroom instruction begins.
 - Students who arrive after 8:15 will need to check-in at the office and get a tardy slip to be admitted to class.

Transportation to School:

- Walkers - Students walking to school should use the crosswalks and be aware of traffic. There are School Safety Patrol crossing areas located at the 50th and Ellis Intersection and the 50th and Reedway Intersection. Walkers are encouraged to use those crossing areas.
- Bicycle Riders (Including Skateboards, Scooter, Skates, etc.) - Bicycle safety rules should be observed. Helmets must be worn. Students should walk their bicycles while on school grounds, including sidewalks. Bicycles should be securely locked to the bicycle rack during the school day to help prevent theft.
- Auto Vehicle Commuters - Please remember to follow the voluntary traffic pattern that has been established for Woodstock "Rush Hour" from 7:50-8:10 AM (see below). Please follow all traffic laws and regulations, including parking correctly and following parking and traffic signs. Be on the lookout for pedestrians!

Dismissals:

- At the end of the instructional day, teachers will dismiss students from an exterior door at or near their classroom at 2:30 PM. Please check with your child's teacher for the specific dismissal location.
 - Students who have not been picked up by 2:40 PM will be escorted to the office.
- With written notice, students in grade 3rd-5th may be released to meet younger siblings at the younger sibling's dismissal door.
- Students attending after-school classes will be escorted to the gymnasium to meet the facilitator for their after-school program.
- Students riding buses will be dismissed by their classroom teacher and escorted to the bus loading area by another staff member.
- Students who check-out early will need to be signed out by a parent/guardian (or someone on the emergency contact list) in the school office. For an early check-out, students will come to the office to meet parents/guardians.
- Students being checked-out by someone other than identified on the emergency contact sheet will need to have prior approval from the parent/guardian and must show ID.
- Change of destinations need to be submitted in writing (email, handwritten note, fax) by 1:30 PM. Email messages can be sent to WoodstockAttend@pps.net.

Visitors Between 8:10 AM and 2:45 PM:

(This includes parents/guardians, visitors/volunteers, older siblings/relatives, etc.)

- Upon arrival, sign-in at office.
- Wear a visitor badge during the stay.
- When leaving, sign-out and leave the badge in the office.