

Woodstock Elementary

Arrivals and Dismissals

Office Hours: 7:30 AM to 4:00 PM

Teacher Hours: 8:00 AM to 3:45 PM

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

Arrivals:

- Students may arrive between 8:00 and 8:15 AM, but are encouraged to arrive by 8:08, if possible.
- Prior to coming to school each day, use the [Daily Self-Screening Checklist](#).
- Use the [Arrival and Dismissal Map](#) to identify your child's arrival and dismissal location.
- Teachers will greet and screen students outside and welcome them into the building. Parents/Guardians should not enter the building.
- At 8:15 AM, the classroom instruction begins.
 - Students arriving after 8:15 AM need to enter through the front doors of the school and 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.
- Riders (Including Bikes, Skateboards, Scooters, 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 7:45 to 8:15 AM (see Woodstock "Rush Hour" Map). Please follow all traffic laws and regulations, including parking correctly and following parking and traffic signs. Avoid parking in crosswalks and yellow or red curbs. These areas should be clear for student safety. Be on the lookout for pedestrians!

Dismissals:

- Please complete the [Individual Dismissal Procedures](#) form and return to your child's teacher as soon as possible.
- At 2:30 PM, the end of the instructional day, teachers will dismiss students at the same area as their arrival location. Students who have not been picked up by 2:40 PM will be escorted to the office.
- Students will be released to parents/guardians one at a time. Parents/guardians should not enter the building.
- Students using bus transportation will be escorted to their bus.
- Students attending childcare will be escorted to childcare by their teacher.
- With written notice, students in grades 3rd-5th may be released to meet younger siblings at the younger sibling's dismissal door via a route approved by the parent/guardian and school.
- Students attending after-school classes will be escorted to the gymnasium to meet the facilitator for their after-school program.
- Students who check-out early will need to be signed out by a parent/guardian (or someone on the emergency contact list) at 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 written approval from the parent/guardian and must show ID.
- **Changes to dismissals need to be submitted in writing (email, handwritten note, fax) no later than 1:00 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 their printed badge while on school property and grounds.
- When leaving, sign-out.
- Only predetermined volunteers that have passed the background check and meet the COVID safety protocols, will be allowed into the building beyond the office.

Woodstock小学接送規定

办公室时间: 早上7:30-下午4:00

教师上班时间: 8:00-3:45

上课时间: 8:15- 2:30

上学

- 学生於早上**8:00-8:15**之间到校, 但如果可以, 鼓励学生8:08到达。
- 每天上学前, 请使用[每天自我筛选检查表](#)。
- 使用[到校和放学地图](#)确定您孩子的到校和放学位置。
- 老师会在外面迎接和检查学生, 并欢迎他们进入学校。家长/监护人不应进入学校。
- **8:15**, 老师开始上课。
学生於8:15後到校, 先到办公室签到及拿取迟到卡後, 才可以进入教室。

到校交通

- 走路: 走路上学的学生须使用斑马线并注意安全。学校在50街和Ellis路口、50街和Reedway路口会有学生安全巡逻员, 请走路学生使用这两路口过马路。
- 骑自行车(含滑板、滑板车、溜冰鞋等): 骑自行车须注意自行车安全规定, 并戴上安全帽。在学校範圍里(包括人行道), 学生需要牵著自行车, 并将自行停车锁在自行车架上避免被偷。
- 开车接送: 请记得遵守本校已建立的尖峰时段(7:45-8:15)行车模式。请遵守所有的交通规定, 包含正确停车和遵守交通号誌。避免把车停在人行道、黄线和红线上, 这些地方是为了学生安全需要净空。请注意行人!

放学

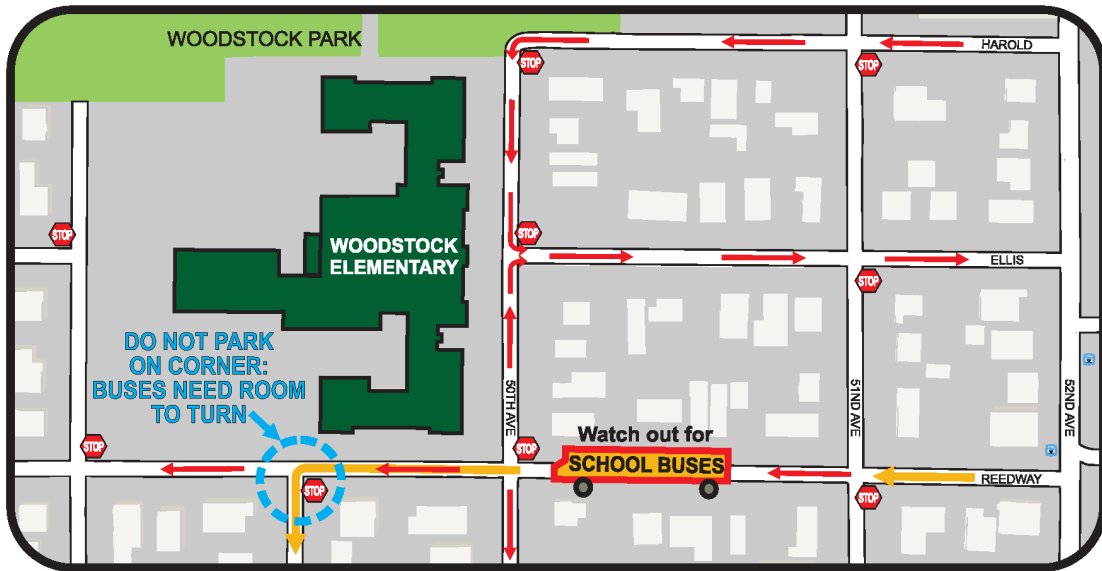
- 请填写[学生放学安排表](#), 并尽快交回您孩子的老师。
- 2:30放学, 老师将会带学生到早上接学生的地点和家长(监护人)碰面。
2:40 未被家长接走的学生, 则会被送至办公室。
- 老师会每次只让一个家长上前来接学生。家长/监护人不应进入学校。
- 通过书面通知, 三到五年级的学生放学後可以通过家长/监护人和学校批准的路线到弟妹班上指定出口等候父母者。
- 放学後参加课後活动的学生, 由老师带到课後活动的地方。
- 搭乘校车学生会被送到他们所搭乘的校车。
- 学生提早离校, 必须先到办公室, 且由家长(监护人或是註冊表上的紧急联络人)到办公室签出。如需提早离校, 学生将到办公室与家长/监护人会合。
- 学生提早离校, 由其他人(不在紧急联络名单上)接送: 家长(或监护人)必须事先通知学校, 接送者请準備證件备查。
- **临时改变学生放学後计划需书面通知(如电邮、手写字条、传真), 请於当日下午1:00前联络学校。电邮请寄至 WoodstockAttend@pps.net**

访客 介於8:10-2:45间

(家长/监护人、访客/志愿者、兄姊/亲友等)

- 到校: 先至办公室签到
- 在校期间: 戴上访客识别卡
- 离校前: 办公室签出和交还识别卡
- 只有已通过背景调查并符合 COVID 安全协议的志愿者才能进入学校办公室以外的地方。

"RUSH HOUR" AROUND WOODSTOCK ELEMENTARY



Stop! Check for Kids 

Cars 

Buses 

Heavy Traffic Times:

- Mornings - 7:50 to 8:25 am
- Afternoons - 2:20 to 2:45 pm

It only takes a moment to...

**SLOW DOWN AND WATCH OUT FOR
KIDS – BIKES – SPEEDERS!**