



# *Ed V. Williams Elementary School*

*Home of the Mustangs* 

*2205 W. Kearney Street 65803*

*Phone 417-523-2000 Fax 417-523-2095*

## **EARLY ARRIVAL AT SCHOOL:**

Students are not to arrive to school before **7:45 a.m.** We do not have adult supervision for students until that time. This is for your child's safety, and we must ask that parents follow this procedure.

- If you need supervision for your child prior to 7:45 a.m. please check with a trusted neighbor or babysitter. Unfortunately, at Williams, we do not have before school care or supervision for students.
- If you drop off your child in the car line, *please do NOT park in the car line and walk your child up or in.*
- If you feel it is necessary to walk your child in please park in a parking spot and walk in.
- Students dropped off in the carline must enter the **back parking lot cafeteria door.**
- Students crossing the bridge may **enter the front cafeteria doors, again, no earlier than 7:55am.**
- Students riding the bus will **enter the west entrance of the building from the bus lane.**

## **ALL DOORS ARE LOCKED:**

The building is secure during the school day with all exterior doors locked, and the front doors using a buzz in system to the front office. If you need supervision for your child prior to 7:45 a.m. please check with a trusted neighbor or babysitter. Unfortunately, at Williams, we do not have before school care or supervision for students.

## **PICKING UP YOUR CHILD EARLY:**

The following procedure for picking up of students early will be **strictly enforced** to ensure the safety and security of your child:

- A parent must come to the front office (any other individual representing the parent must be cleared by the parent through the Williams' office by means of a note. Phone permission is discouraged.
- The parent or designee must sign the student out in an early dismissal log.
- The parent or designee must show the office staff a photo I.D.
- The office will notify the teacher and the student will be released to leave the building. Students **WILL NOT** be waiting in the office for your arrival. They will be called from class when you arrive and check them out. Please allow time for this. When you child is gone, this goes **AGAINST** their attendance and they lose learning time. (**this means missing out on attendance parties and incentives**)

## **PICKING UP STUDENTS AFTER SCHOOL:**

Williams' parents are **NOT** permitted to go to classrooms to pick up their child. Parents in the hallways and doors of classrooms can be disruptive to the learning process.

- Williams' students are dismissed either to bus, carline or bridge line **ONLY.**
- If you plan to pick up your child after school, plan to park in the carline or across Kearney on Roosevelt.
- **Parents MAY NOT pick up their child(ren) by walking up to the cafeteria doors afterschool; PLEASE USE THE CARLINE.**
- **If you wish to pick up your child at the front office, please wait OUTSIDE of the doors of the school on the concrete benches. THANK YOU.**

### **BUS TRANSPORTATION:**

If you have questions concerning buses or bus routes, please call the Transportation Office at 523-0500. You should receive a postcard in the mail from Transportation to tell you your child's bus stop and times of pick up and dismissal. Please practice with your child his or her stop, how to wait patiently, stay OUT of the street, and ALWAYS get on and off the bus at the ASSIGNED stop. New students to Williams and young students sometimes need extra practice. Thank you!

### **CHANGE OF DISMISSAL PLANS:**

When you must change the dismissal plan for your child, please call the office in advance so Mr. Robert can get a note to your child's teacher. Call in no later than 2:30p.m. After that time we cannot guarantee that the message can be delivered. (This can cause confusion with your child and our staff.) Last minute changes may not be able to be granted.

### **DISMISSAL:**

The Williams' dismissal bell rings at 3:00pm. Students are then released to one of three areas which include:

- **CARLINE**
- **BRIDGE WALKER**
- **BUS RIDER**
- Car riders are released to the All Purpose Room while bridge and bus students remain in the classrooms.
- Mr. Robert will make overhead calls to grade levels as they are dismissed to exit over the bridge or to the bus hallway.
- *\*Kindergarten and Wonder Years bridge walkers* will be kept in a kindergarten classroom until all students are out and brothers and sisters can assist them over the bridge. (This is for Kindergartener and Wonder Year students' safety.)
- Each student who either walks over the bridge or rides a bus will be issued a **SPECIAL PASS** indicating their name and mode of transportation. Before a student can walk over the bridge or load onto a bus, he or she must turn in their pass to a designated staff member.

### **Williams' CARLINE:**

- Parking along Park Ave. or on Kearney St. is prohibited; it clogs up the entry to and from the car line and creates more of an unsafe drop off and pick up risk.
- Parents need to stay in their cars and drive through the lot to pick up their child (please follow the flow of traffic, the line will quicken).
- If the line takes too long or you feel you're wasting gas, feel free to arrive at 3:10 p.m. or 3:15 p.m. as the line gets shorter.
- To pick up a child from Williams you MUST drive through the full car line and have a car tag hanging in your car window indicating the names of those you pick up.
- The Williams' bus lane attaches to the parking lot and circles the school playground; this is for BUSES only and may not be used by parents in cars.
- Your child will remain safely in the All Purpose Room until you pull up and a staff member brings him or her to your car to load for safety purposes.
- You may enter the parking lot 2 different ways: You may enter from Kearney St, or you may enter from S. Park Ave., choose which is best for you.
- Please DO NOT park your car on Park Ave. or in private driveways and walk through traffic to get your child from the front door or APR. You will not be allowed to get your child from the APR. You will be directed to walk to the front of the school to get your child through the front office.
  - This is a very dangerous situation to put yourself and your child in. The carline will move more quickly after a few days of practice. ☺

- IF you arrive early to wait in the car lane, please remember you are parking alongside of classrooms with learning going on inside. Keep your stereo at a level that you can hear it, but not to disturb classrooms. Thanks! ☺

\*If you need to visit with a teacher, during this time, please pull into a parking spot and come into the building to visit with staff. As you drive through the lot, please creep along slowly looking for adult and student foot traffic.

**Dismissal remains a concern due to the number of people who wait out front of school or by the bridge to walk their children to parked cars on Park St. We strongly urge parents to use the carline which is a much safer option for the safety of all students and families. (Rather than blocking driveways or an intersection we ask that vehicles use the carline and not park their cars.) Staff will load students into your cars at back cafeteria doors. Please be patient and remain in your car.**

**If coming into the school is your only option, we ask that you check in to the office with Mr. Robert and he will locate your child.** Please do not wait in the inside entryway for your child. This procedure will help ensure that students are picked up by the correct person by avoiding crowding in the main entryway. It is important for us to keep our front waiting area open for safety and security purposes.

#### **PARKING LOTS:**

For the safety of students and their families, the south parking lot is locked from 7:30-8:15a.m. The gate will again be locked from 2:30-3:15p.m. Please plan accordingly if you arrive early to pick up your child and refrain from getting 'locked in'. ☺

#### **BUS RIDERS :**

Bus riders will be kept in classrooms until just prior to the arrival of the school bus at Williams. Students riding the bus must follow the policies and procedures of the bus as outlined in the student handbook. Students who are not bus students may NOT ride the bus home with a friend.

#### **BRIDGE WALKERS:**

Many Williams' students utilize the Mustang Walkway as their means of travel to and from school. At the time of dismissal, bridge students will be dismissed by grade levels to head out to the bridge. They will exit the bridge door and not the front school doors. If you have an upper grade child and a lower, your upper grade child may wait on the lower level of the bridge until the lower grade students are dismissed. Then together your children may travel over. Each student who travels over the bridge will be given a personalized bridge pass. This pass serves as proof to our staff that your child traveled over the bridge on any given day. Parents who wish to walk their children over the bridge may not simply remove their child from line to head over the bridge. The pass system is quick when it is in progress and is a security system in place to ensure students are not lost in the process. Parents are **STRONGLY** discouraged to walk across Kearney Street with their children as traffic travels 55 mph or more over a slight hill. **ALL** children must walk up and over the bridge. Parents are also discouraged from parking on Park Ave. and walking to the bridge line to pick up their children. Please arrive slightly later and miss the congestion in the carline by arriving at 3:10 or 3:15pm.

We will be sure all children are aware of these procedures. We are committed to providing a safe and secure learning environment for your child. Your cooperation with the dismissal procedure is appreciated.

#### **SAFETY:**

You need to plan with your children the safest walking routes to and from school, and strongly urge them to obey and respect our crossing guards. **If you allow your child to ride a bike (3<sup>rd</sup> -5<sup>th</sup> graders only), please review safety rules and have a lock for the bike.** All adults need to follow traffic patterns and model walking only on sidewalk and across crosswalks. Please respect our school's neighbors by never blocking their driveways. We ask for your cooperation in all these areas to avoid any accidents!