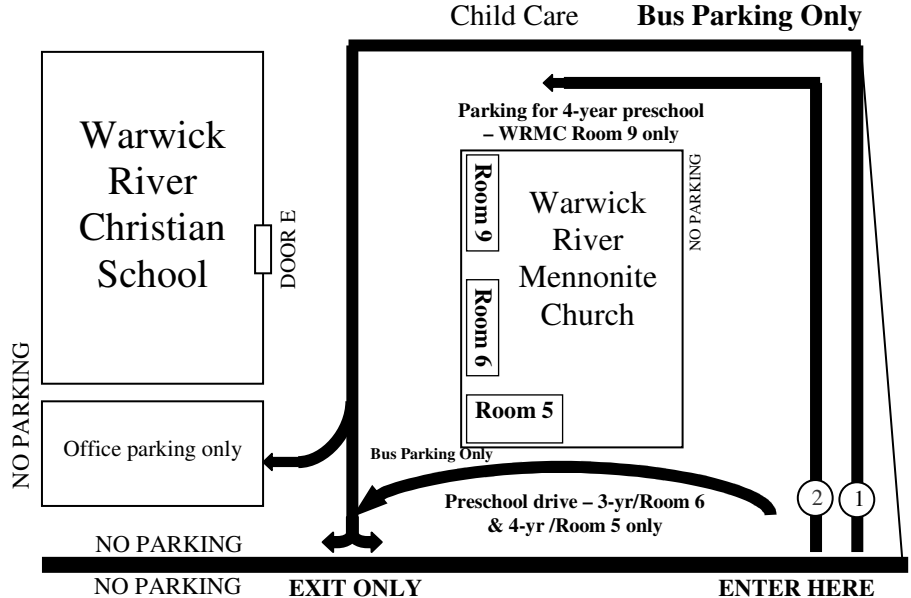


WRCS Guidelines for Preschool Car Line

081709

GENERAL GUIDELINES

- Each student will be issued an identification number on a paper plate. Drivers should hang the number so that it is visible through the windshield. Use these for several weeks until teachers recognize vehicles and parents.
- Students not picked up by the time either morning or afternoon car line is finished will be taken to the Child Care Center, where hourly fees will apply. If this happens more than one time, you must complete child care registration forms and pay the \$30 registration fee.
- A limited number of parking spaces are available in front of the school for use while transacting business with the office. Additional spaces are available next to the church on the far side (not against the fence or in the first 2 or last 4 spots).
- Never park in handicapped or reserved spaces unless you are authorized to do so. If necessary, city police officers will enforce parking violations.
- Be courteous. Wait your turn in line, use turn signals, and be a team player. Our goal is to operate the car line in the safest, most efficient manner possible. Drivers remain responsible for traffic safety throughout the car line process.



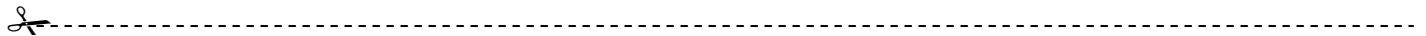
3-YR. PRESCHOOL (CHURCH RM 6) & 4-YR. PRESCHOOL (CHURCH RM 5)

All car line traffic should enter the far (south) entrance to the church lot and maintain one-way traffic through the traffic circle in front of the church.

- The traffic circle is for delivery and pick up of preschoolers who meet in church classrooms. Please, do not impede preschool traffic by parking on the grassy side or on the grass.
- When delivering 3- or 4-year-olds, stop along curb at front of the church building only long enough to escort students to their classroom.
- At the close of their half-day, 3-year-olds will wait for authorized caregivers in the front entrance of the church until escorted to their waiting vehicle by a teacher. The all-day 4-year-olds will dismiss from the enclosed play area in front of the church. (Older siblings of these all-day preschool students will join them in the play area.)
- Drivers should form a single line along the curb.
- Each student will be issued an identification number on a paper plate. Drivers should hang the number so that it is visible through the windshield. Use these for several weeks until teachers recognize vehicles and parents.
- Students not picked up by the time either morning or afternoon car line is finished will be taken to the Child Care Center, where hourly fees will apply. If this happens more than one time, you must complete child care registration forms, and pay the \$30 registration fee.
- Never park in handicapped or reserved spaces unless you are authorized to do so. If necessary, city police officers will enforce parking violations.

4-YR. PRESCHOOL (CHURCH RM 9) AND (SCHOOL RM 111)

- All car line traffic should enter the far (south) entrance to the church lot and maintain one-way traffic around the church during drop-off and pick up hours.
- When delivering 4-year-olds to church room 9, parents may park behind the church long enough to escort students to their classroom. For the 4-year-olds in the school building, please remain in car line, and a car line assistant will escort your child to class.
- At the 11:30 dismissal, 4-year-olds will be escorted by a teacher to authorized caregivers in waiting vehicles. For students in church room 9, drivers form a single line along the back of the church. For students in school room 111, drivers form a single line along the side of the school and the students will exit from Door E (middle of school building).
- At 3 p.m. the students in school room 111 will join the Kindergarten – grade 8 car line around the school building.
- Each student will be issued an identification number on a paper plate. Drivers should hang the number so that it is visible through the windshield. Use these for several weeks until teachers recognize vehicles and parents.
- Students not picked up by the time the car line is finished will be taken to the Child Care Center, where hourly fees will apply. If this happens more than one time, you must complete child care registration forms, and pay the \$30 registration fee.
- A limited number of parking spaces are available in front of the school for use while transacting business with the office. Additional spaces are available at the side of the school after morning car line (about 8:45) and before afternoon car line (about 2:30).
- Never park in handicapped or reserved spaces unless you are authorized to do so. If necessary, city police officers will enforce parking violations.



Our family will support the WRCS Guidelines for Car Line.

Students' Name(s) - **please print**

Grade(s)

Teachers' Name(s)

Signature on behalf of the Family

Date

(Please sign, clip, and return this portion to the front office)