

School Procedures for Pick-up, Drop-off, and Visitation

In order to provide the safest environment for your children, we have clearly defined key procedures for the school campus. Some of these procedures will need to be clearly communicated to your driver(s) if you have one.

What time is the campus open and how do I enter (for non-school bus riders)?

- 7:40-8:05 – The south gate is open for one way traffic to WYIS and then out the north gate. You may NOT enter the north gate during this time.
- 8:05-2:45 – The south gate is CLOSED; north gate is the only access to WYIS.
- 2:45 – 3:15 – The south gate is open for one way traffic to WYIS and then out the north gate. You may NOT enter the north gate during this time.
- 3:15-4:30 – The south gate is CLOSED; The north gate is the only access to WYIS.

What should I (or my driver) know when driving on the campus?

- **Drive SLOW!** There are many students around and this is critically important.
- Drive ONLY on the perimeter road.
- Please do NOT turn around (U-Turn) in the middle of the perimeter road; rather, use the parking lots.

Where should my car go when dropping off/picking up my child(ren)?

- If you desire to drop your child off and leave immediately, you may do so in front of the WYIS main lobby or auditorium ONLY. This is designed to be very brief in order to keep traffic moving safely.
- Please do NOT stop in the bus pull-out areas where children will enter or exit buses.

I would like to take my child into the school at the beginning of the day, what should I do?

- Please use the parking lot by the soccer field near the auditorium for all parking and walk your child to the school.
- Elementary and secondary parents are encouraged to let students travel to their class on their own. Understandably, ECC parents may need to assist their child in getting to class.
- If you have additional business at the school, we ask you to kindly sign in at the main reception.

I would like to come to the school for a meeting or to receive assistance from the office, where should I go?

- Park in the parking lot and enter through the main lobby where the receptionist will assist you.
- If you have an appointment, the receptionist will provide you with a visitor tag and direct you to the meeting with the appropriate person.
- If you do not have an appointment, you may need to make one with the receptionist before meeting staff.

Where and when do the children enter the school at the beginning of the day?

- Both the east and west gates will be opened at 7:50am. These doors will close at 8:00.
- The lobby will be used to assist parents, guests, and late-comers.

What if my child is late, where should he/she go?

- Please enter into the main lobby where you or your child will have to sign him/her into school.

Where do I pick my child up at the end of the day?

- Shortly after 3:00, elementary students will leave the school through the east or west door. You may wait at your car, outside, or in the main lobby.

WYIS would like to thank you kindly for taking note of these important procedures that ensure safety of students throughout the campus and will allow school to function more effectively.