



## GETTING YOUR CHILD TO AND FROM SCHOOL

### DROP OFF AND PICK UP PROCEDURES AT DANIEL WEBSTER

8:20am Curb drop off **ON MISSOURI ONLY** begins. Breakfast begins in the cafeteria

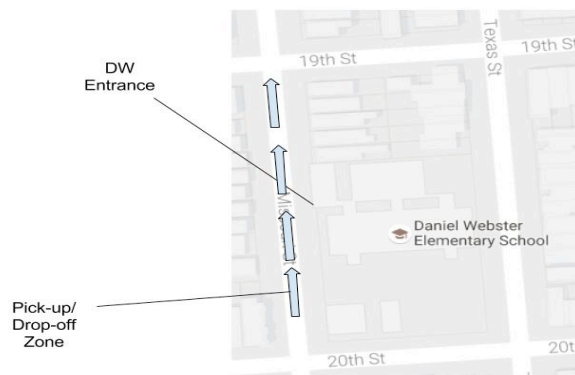
8:20am Play yard opens. Children will be escorted from the cafeteria by a staff member.

8:40am Curb Drop off ends. After this time you will be required to park your car and walk your child in. (Drop off on Missouri Street only.) Please do not drop your students off in staff parking lot, this is not a student entry. **Secure drop off is on Missouri Street only.** Parking lot gates will be locked daily at 8:45 to secure the campus.

### VEHICLE CURBSIDE DROP OFF

- Drop off zone will be along the curb on **MISSOURI STREET** only.
- Parents should pull up and unlock doors.
- Please seat children on the passenger side with backpacks ready
- Drop off monitors will open the door and help your child out safely
- Parents should remain in the car
- Monitors will escort your child through the gate and to the playground
- Parents pull away as quickly and safely as possible to allow the next car to pull up
- **PLEASE DO NOT DROP STUDENTS OFF ACROSS THE STREET FROM THE DROP OFF AREA.**

Daniel Webster Drop-off/Pick-up Map



- **WALKING SCHOOL BUS**

The walking school bus serves registered students near the Potrero Hill Annex. If you are interested in more information please contact the DW main office.

### **MONDAY MORNING MEETING:**

Every Monday morning starting at 8:40am we will gather at the play yard circle as a whole school for a morning meeting. The purpose of the meeting is to set **school wide values & behavioral expectations, make general announcements for students and families, and to present “owl” honors for individual students.** We'll finish off the morning meeting with an original **school song** to celebrate our unique school Daniel Webster. Parents are welcome to attend to participate, as long as you are there to listen in and learn along side your child. Teachers, students and parents will be asked to lend their full attention to the meeting at the circle.

### **PICK UP PROCEDURES**

**At the end of each school day teachers will escort students to the cafeteria. The students will be organized into three group:**

1. **BUS PICK UP:** Monitors will organize students and walk them to the buses.
2. **AFTERSCHOOL PROGRAMS:** (ASEP, EDD, and off campus programs)  
Afterschool program personnel will collect all students in the cafeteria
3. **PARENT PICK UP:** Starting at 2:30 pm the PICK UP area will be designated with cones on Missouri Street, so cars may start lining up, **but you must stay in your vehicle.**
4. At 2:45 a pick up monitor at the front entrance only will send your children to the waiting cars in the loading zone pick up on **MISSOURI ONLY.**
  - a. Once children have been safely loaded into the car and belted in, the driver should pull away.
  - b. Kindergarten parents will go to the cafeteria or rooms to collect their child. **THEY ARE NOT ALLOWED TO PARK IN THE PICK UP AREA.**
  - c. Pick up zone will end at 3:00.

### **AFTERNOON PICK UP PROCEDURES**

- Please pick up your child no later than 2:50 pm unless they are enrolled in an afterschool program.
- **KINDER PICKUP:** If there are any special instructions for your child at dismissal time, let your child's teacher know early in the day by calling the office and leaving a message for the teacher.
- If you will be late to pick-up your child after school is dismissed, please telephone the school office to make arrangements for your child's care.

**NO DOUBLE PARKING ON TEXAS STREET, ALL PARENT PICK UPS NEED TO COME THROUGH THE FRONT ENTRANCE ON MISSOURI STREET ONLY. TEXAS STREET GATES WILL REMAIN LOCKED AND CLOSED UNTIL 4:00PM, NO PARENT ENTRANCE THROUGH TEXAS STREET GATES OR PARKING LOT.**