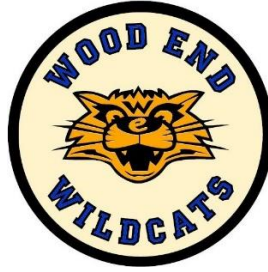


Wood End Elementary Drop-Off/Pick-Up Procedures



School hours are as follows:

- First bell rings at 8:15 a.m.
- Start of day (tardy bell) begins at 8:25 a.m.
- Monday, Tuesday, Thursday, Friday dismissal at 2:45 p.m.
- Wednesday dismissal is at 12:45 p.m. for all students

Arrival:

Staff supervision begins on the upper playground for students in grades K-3, and in the gymnasium for students in grades 4-5 at 8:10 a.m. Until 8:10, parents should stay with K-3 students to ensure appropriate supervision on the playground until staff arrive. During inclement weather, students in K-3 will go directly to the café and wait for the 8:15 bell when teachers arrive to bring students to the classrooms.

The front door is monitored and locked at all times to ensure the safety of all students and staff. Everyone must enter the school building through the main entrance. Please do not open any other exterior doors to let people in, adults or children, including the cafe doors.

Morning Drop-Off:

Staff will be visible at the front of the building beginning at 8:10 a.m. to assist students. All cars will remain in a single-file once they enter Sunset Rock Lane, up the driveway, continuing around the circle at the top of the driveway near the playgrounds, and back down the driveway to exit the school. Drivers will pull into the unloading area marked by the orange cones along the sidewalk. All students must exit quickly & safely through the passenger side doors closest to the sidewalk. Drivers must stay in cars and remain alert. We will unload 6-8 cars at a time, so please pull up and unload as soon as you enter this area. Do not wait to pull up to the front door. **Please do not pass cars in the driveway or park in the fire lanes.**

Students arriving after 8:25 a.m. need to be walked into the Main Office by a family member and signed in to receive a tardy pass.

Dismissal Procedures:

The dismissal bell rings at 2:45 p.m. on Monday, Tuesday, Thursday and Friday, and at 12:45 p.m. on Wednesday. Students are dismissed at the designated doors:

- Students in Grades 2 and 3 are dismissed from the exterior door nearest the upper playground on the left side of the building (facing front).

- Students in Grades K and 1 are dismissed from the exterior door on the right side of the building (facing front) nearest Fox Run.
- Students in Grades 4 and 5 are dismissed from the exterior door at the front of the building.
- Students using our placard system are dismissed through the main entrance.

If an older sibling is picking up a sibling in K-2, they will go to the dismissal door for that younger sibling to pick up. Any changes in dismissal should be communicated directly to the classroom teacher via note or email. If your dismissal routine changes unexpectedly during the day, please call the office and let us know. We will get a message to your child through their classroom teacher(s).

If you are delayed getting to the school at dismissal time, please notify the main office at 781-942-5420. Your child will wait in the office until you arrive at school.

Students attending after school programs will be dismissed from their classroom to their after-school activity.

Parking:

The parking lot is for staff parking only. There is on-street parking available in the surrounding neighborhoods (Sunset Rock, Emerson, Fox Run, Dividence, and Roma) or along the driveway in designated spots in the front of the school.

It is against the law to park in the fire lanes or handicap spaces at any time without a valid permit. Parking is not permitted in the staff parking lot, in the drop off area, and in crosswalks.

For the safety of our students & staff, we ask all families to abide by these guidelines at all times. We appreciate everyone's support!