

To: Parents and Guardians of Wood School Students

From: Robin Roberts-Pratt, Principal

Date: September 1, 2014

Re: Arrival and Dismissal of Students

In order to insure the safe arrival and departure of all our students, please take note of the following information:

***Morning Arrival:***

- Students dropped off by parents will enter the school through the student door after the 8:40 a.m. bell. Cars should drive around the circle and wait for the supervising teacher to signal them to leave.
- Bus arrival is scheduled for 8:25 through 8:40 a.m. All buses will drop students off in the bus driveway. Students will enter through the student entrance located near the bus driveway.
- Walkers will enter the building through the student entrance after the 8:40 a.m. bell.
- YMCA bus will discharge students in the bus driveway.

The front door is locked at 8:50 a.m. If your child arrives after 8:50 a.m., they will be considered tardy and you will need to sign your child in at the office.

**Students should not be dropped off at the Wood School before 8:35 a.m.  
There is no supervision available.**

***Dismissals during school hours:***

No child may be dismissed during school hours without a written note from a parent. All children must be signed out at the main office before dismissal. We strongly encourage you to make every effort to schedule medical and dental appointments outside of school hours to prevent disruption of your child's education.