

### ***Afternoon Dismissal:***

- All Wood school students will be dismissed at 3:15 p.m.
- **No cars will be allowed in the front circular driveway. Please park in the parking lot to pick up your child.**
- **Parents picking up students at dismissal time should enter the main entrance and report to the music room to sign their child out. No child is allowed to leave without being signed out of the building.**
- Walkers will be dismissed either through the main door of the building or the student door located near the bus driveway.

### ***Day Care Arrangements:***

Please send a note to your child's teacher indicating what day care arrangements you have made for your child. Please include the name, address and phone number of the provider and the daycare days. This information will help insure your child is placed on the correct bus.

### ***Bus Changes***

Students are not allowed to ride a bus other than his/her regular bus. If it is necessary for your child to get off his regular bus at a different stop, you are to notify the teacher in writing with all necessary information regarding the change. **If a student makes an unauthorized change in their bus stop, a bus conduct report will be issued and appropriate action will follow.**

### ***Walkers***

Students who walk to school must walk on sidewalks. Walkers on the side of Messenger Street opposite the Wood School must cross at the designated school crosswalk. The designated school crosswalk will be clearly marked and controlled by a police officer, special police officer or their designee.

### ***Bike Riding***

Only Wood School students who are designated walkers will be allowed to ride their bikes to school. When a student arrives at a walkway to the school, they must walk their bike to the designated bike rack. Any student who rides a bicycle to school must wear a helmet. **Other modes of transportation including but not limited to skateboards, scooters, Heelies and/or roller blades will not be permitted.**

Thank you for your attention to these procedures; they are designed to ensure your child's safety.