



WEST SALEM ELEMENTARY SCHOOL

475 N. MARK STREET • WEST SALEM, WI 54669

PHONE (608) 786-1662 • FAX (608) 786-3415

TAMI BAGSTAD – PRINCIPAL, LISA K. GERKE – ASSOCIATE PRINCIPAL

Together . . . Every student, Everyone, Every day!

WEST SALEM ELEMENTARY ARRIVAL AND DISMISSAL PROCEDURES

*****FIRST TWO DAYS*****

Kindergarten and Grade 1

Kindergarten

PLEASE have your child's classroom color name tag visible on his/her outer clothing.

Christianson-Purple	Grams-Yellow	Hickey-Orange	Richling-Green	Wagner-Red	Wheeler-Blue
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Drop off in South Lot (Parents remain in vehicles)

- After exiting the vehicle, kindergarten students go to his/her **classroom color cone** by the kindergarten entrance. Teachers will meet students here and show them the way to the classroom.

Bus Drop off at 7:30 in the Front Loop

- After exiting the bus, kindergarten students go to his/her classroom color cone by the front entrance. Teachers will meet students here and show them the way to the classroom.

Bus Drop off at 7:15 (first bus run) in the Front Loop

- Bus 1 students report to the assembly room
- Bus 5 students report to the multipurpose room
- Bus 21 students report to the library
- Teachers will meet students here and show them the way to the classroom.

Grade 1

Bus Drop off at 7:15 (first bus run) in the Front Loop

- Bus 1 students report to the assembly room
- Bus 5 students report to the multipurpose room
- Bus 21 students report to the library
- Teachers will meet students here and show them the way to the classroom.



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Drop off in South Lot (Parents remain in vehicles)

- After exiting the vehicle, first grade students go to his/her **classroom color cone** on the south playground. Teachers will meet students here and show them the way to the classroom.

Bus Drop off in the Front Loop

- After exiting the bus, grade 1 students go to his/her classroom color cone on the south playground. Teachers will meet students here and show them the way to the classroom.

Anderson-Red	Antony-Blue	Chambers-Green	Christianson-Orange	Reedy-Purple
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Grades 2-4

(and Grades K & 1 on the third day of school)

FIRST BUS RUN DROP OFF at 7:15

BUSES 1, 5, 21

- Bus 1 students report to the assembly room
- Bus 5 students report to the multipurpose room
- Bus 21 students report to the library

At 7:30, students are dismissed to classrooms.

BUS DROP OFF from 7:30-8:00

- All bus riders will be dropped off in front of elementary school in the loop.
- Students will enter in either door A or door B and go to his/her classroom.



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PARENT DROP OFF from 7:30-8:00 (Parents remain in vehicles)

South Lot - Grades K & 1

- Students will enter the building through door I, 4k/K entrance and go to his/her classroom.

North Lot - Grades 2, 3, & 4

- Students will enter the building through door E, gym entrance, and go to his/her classroom.
- If you have children in multiple grades, you may drop all children off in the same lot, preferably the younger child's assigned lot.

DIRECTIONS FOR PARENT DROP OFF from 7:30-8:00



- **PULL FORWARD TO THE DESIGNATED DROP-OFF AREA.** Students may be dropped off ONLY in this area.
- Pull over to the sidewalk to drop off, staying in a single line of traffic. **DO NOT DOUBLE PARK!** Forming a second line puts students at risk, as students must cross traffic to reach the sidewalk.
- Have your child/children ready to exit the vehicle when you are in the drop off lane. Have backpacks on laps, ready to get out of the car quickly, so those behind you do not need to wait.
- Children should exit the vehicle on the passenger side and should go directly to his/her designated area.
- **Do not exit your vehicle or leave your vehicle unattended in the drop off lane** for any reason. For special circumstances in assisting your child/children, you need to park in a **designated parking space**.

DROP OFF AFTER 8:00 a.m.

School starts at 8:00 am. When the bell rings, the doors are locked immediately for building security. Children who arrive after 8:00 a.m. need to enter through the main office



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entrance for a tardy pass. To ensure that your child is not tardy for school, please arrive 5-10 minutes prior to the start of the school day.

- Beginning at 8:00 a.m. there are several 15 minute temporary parking spaces in the front loop. The loop closes again for buses at the conclusion of the day from 2:50 until buses have departed.

STUDENT DISMISSAL/PICK UP

Dismissal Times:

3:05 Kindergarten	3:07 Grade 1	3:09 Grade 2	3:11 Grade 3	3:13 Grade 4	3:20 Buses
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- Students attending the BGC will walk directly to the BGC at dismissal. BGC, school staff, and a crossing guard will assist students safely to the BGC.
- Parents may pick students up in either parking lot. The south playground blacktop is also available for overflow parking at dismissal. Please park in rows, leaving enough room for cars to back up and pull out. Also leave a lane open for cars to enter and exit around the outside.
- We encourage parents to meet children at a designated spot outside each day and then walk children safely to the parking lot.
- **The school playgrounds are closed to visitors during the school day. The playgrounds reopen for public use after the buses have been dismissed at 3:20. Children are not allowed to play on either playground at dismissal. Please inform any family members (Grandparents, siblings, etc.) who do not receive school Skyward messages of our school procedures.**
- When exiting the south parking lot, we ask that you turn left and when exiting our north parking lot, we ask that you turn right. This will help the flow of traffic and help to alleviate backing up in our lots.

If you have any questions, please contact your child's teacher or our school office. Thank you and we look forward to a great school year!

Tami & Lisa