



2017-2018 Inclement Weather Procedure Grades K-6

Parents: Please keep this notice in your car so that you will be prepared should we have rain or extreme heat at dismissal/drop-off time.

MORNING DROP-OFF:

- If an inclement weather drop-off is determined, the school will send a Parent Alert to notify you at 7:00 AM that we will be implementing this drop-off procedure.
- Teachers will be in their classrooms 15 minutes early on these days.
- Parents may park in any open parking spot.
- Children may be walked directly to the classroom beginning at 7:45 AM. (Wednesdays at 8:15 AM)
- If you arrive earlier than 7:45 (8:15 on Wednesdays), students go to the Extended Care/Library room and they will be directed from there to class at the appropriate time

AFTERNOON PICK-UP:

➤ **Teachers:** Please keep your Extended Care children with you until 3:10 PM.

➤ **Parents:**

- **PLEASE HAVE YOUR VISOR PLACARD VISIBLE.**
- **Utilize your regular pick-up lines and we will escort your students to you.** However, you may park your car and pick up your children from the following classrooms between 2:45 and 3:10.

| | | | |
|-----------------|----------------------|--------------------------|------------------------------------|
| Lunch Tables | 136 | 135 | 134 |
| 139 | Kitchen | K-2 Courtyard | 133 |
| | Restrooms | | Library and Extended Care |
| 137 | | | |
| 138 | Spirit Wear Store | | |

- Kindergarten, 1st, and 2nd grade students will be in their classrooms
- Mrs. Richter's class will be in Room 134
- Mrs. Wilson's class will be in Room 135
- Mrs. Prella's class will be in Room 136
- Ms. Knitter's class will be in Room 137
- Mrs. Mehl/Mrs. Reitmeyer's classes will be in the Library
- Mr. Greer/Mrs. Rutan's classes will be in Room 139

IMPORTANT! EXCEPTION:

If a student in Grade 3-6 has a younger sibling or carpools with a student in Kindergarten-Grade 2, please pick up students in the classroom of the younger student.

After 3:10 PM, students remaining on campus will be checked in to Extended Care.