

CAR RIDER PROCEDURES

The City of Willis has requested that we route our car rider line for better community service.

If you are traveling from FM 1097:

turn on Thomason St. then turn left on Rogers Rd. to Campbell St. & turn right to approach the school.

If you are traveling from the North side of Parmley:

please travel South on Thomason Street and turn right on Rogers Road to Campbell Street and turn right to approach the school.

MORNING DROP OFF:

- The doors will open at 8:10 a.m. No supervision is available prior to 8:10 a.m.
Students should not be left unattended.
- All students **must remain in their vehicle** until W.I.S.D. personnel is available.
- Note the NO PARKING area along the front curb. This is a fire zone and no parking is allowed at any time.
- Please drive forward to the next available car duty attendant, this will enable us to unload more children at once.
- Please make sure your child is ready to exit the vehicle when you pull up. (ie, backpack, lunch money, kisses, etc.)
- Tardy bell rings at 8:25 a.m., students are to be in their classroom by 8:25 a.m.
- Parents/Guardians are requested NOT to accompany children to the classroom.

AFTERNOON DISMISSAL: OUR SCHOOL DAY ENDS AT 3:40

ALL AFTERNOON CAR RIDER DISMISSAL IS AT THE FRONT OF THE PARMLEY MAIN BUILDING

- For your child's safety, there will be **NO WALK-UP DISMISSAL**, anyone picking up a student must remain in their vehicle.
- All students will be placed in vehicles by W.I.S.D. personnel.
- Your school issued "Car Rider" sign MUST be displayed in windshield for pick up.
- **If the school issued "Car Rider" sign is not visible you will be required to park and go to the front office to sign the student out with proper identification.**
- A homemade car rider sign is NOT acceptable.

CHANGE OF TRANSPORTATION:

- Parents/Guardians should send a signed note to teacher/office for any transportation changes.
- When written notification is not possible, telephone calls for transportation changes must be received by the front office **NO LATER THAN 2:00 p.m.**
- **ANY CHANGES IN THE REGULAR PICK UP OR BUS RIDING SCHEDULE MUST BE REQUESTED BY 2:00 P.M.** Exceptions cannot be made unless there is an emergency.
- **ANY STUDENT LEAVING EARLY must be picked up prior to 3:00.**

Regular dismissal procedures will be required after 3:00.

PRE-KINDERGARTEN SPECIAL INFORMATION

A.M. PRE-KINDER - Drop Off is between 8:10 & 8:25 at Front of Parmley Annex/Roark

A.M. DISMISSAL is at **12:05** - **CAR RIDERS** will be picked up at the **BACK of PARMLEY**

P.M. PRE-KINDER – SCATES & SHARPEN students will be dropped off at the back of **Roark at 12:00**

WEISINGER students will be dropped off at the back of **Parmley at 12:00**

P.M. DISMISSAL is at 3:40 - **CAR RIDERS** will be picked up at the **FRONT of PARMLEY MAIN BUILDING.**