



Arrival and Dismissal Procedures

Parents and Guardians:

Please take a moment to read the following procedures for arrival and dismissal. Feel free to contact the school with any questions. Thank you for supporting us in creating a safe and productive learning environment for your child!

Before Arrival (7:30-7:50am)

- Student walkers gather in designated area outside Alpha Ave. doors (D3)
- Car riders (and bus) enter parking lot from McGregor and line up to exit out Alpha

Arrival (7:50-8:05am)

- Doors open at 7:50am. Walkers enter and report to the cafeteria for breakfast.
- Car rider (and bus) line proceeds from McGregor to Alpha. Students exit vehicles once their car reaches the designated area (indicated by colored cones).

Tardy Arrival (after 8:05am)

- Students enter through the main office entrance (B2) to receive their tardy passes. Students K-4th must be accompanied by a parent or guardian.

Before Dismissal (3:00-3:20pm)

- Parents/guardians accompanying walkers gather outside front doors (A1)
- Car riders and bus enter parking lot from McGregor and line up to exit out Alpha

Dismissal (3:20-3:30)

- Walkers exit out front doors (A1).
- Car and bus riders gather in designated area outside Alpha Ave. doors (D3). Car line proceeds from McGregor to Alpha. At the direction of staff, students line up at a designated cone and enter their vehicle once it approaches.

Late Pick-up (after 3:30)

- Parents/guardians come to main office (B2) to retrieve their student

Please do not drop off or pick up students from Alpha Ave., Washington Park Blvd., or McGregor. Thank you!

4000 Washington Park Blvd. Newburgh Heights, OH 44105

Phone: 216-271-6055

Fax: 216-274-6099

<https://wpcsoh.org>