



PLAINVILLE PUBLIC SCHOOLS
PLAINVILLE, MASSACHUSETTS
02762



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Robin Roberts-Pratt
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B.H. Wood School
72 Messenger Street
Plainville, MA 02762

To: Parents and Guardians of Wood School Students

From: Robin Roberts-Pratt, Principal

Date: September 4, 2013

Re: Arrival and Dismissal of Students

In order to insure the safe arrival and departure of all our students, please take note of the following information:

Morning Arrival:

- Students dropped off by parents will enter the school through the student door after the 8:40 a.m. bell. Cars should drive around the circle and wait for the supervising teacher to signal them to leave.
- Bus arrival is scheduled for 8:25 through 8:40 a.m. All buses will drop students off in the bus driveway. Students will enter through the student entrance located near the bus driveway.
- Walkers will enter the building through the student entrance after the 8:40 a.m. bell.
- YMCA bus will discharge students in the bus driveway.

The front door is locked at 8:50 a.m. If your child arrives after 8:50 a.m., they will be considered tardy and you will need to sign your child in at the office.

**Students should not be dropped off at the Wood School before 8:35 a.m.
There is no supervision available.**

Dismissals during school hours:

No child may be dismissed during school hours without a written note from a parent. All children must be signed out at the main office before dismissal. We strongly encourage you to make every effort to schedule medical and dental appointments outside of school hours to prevent disruption of your child's education.

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.