



WAKE COUNTY
PUBLIC SCHOOL SYSTEM

Timber Drive Elementary School
Elaine Hanzer, Interim Principal
1601 Timber Drive
Garner, NC 27529

tel: (919) 773-9500
fax: (919) 773-9507

Monday, October 23, 2017

Dear Timber Drive Families,

We feel it is imperative we tighten our morning arrival and afternoon dismissal processes to ensure the safety of all TDES students, families, and staff. Our goal is to reduce the amount of pedestrian and vehicular traffic on campus to provide a safe, fair, and efficient beginning and end to each school day. Please take a moment to review the information below regarding arrival and dismissal procedures. We appreciate your willingness to partner with us to ensure student safety.

Morning Arrival:

- We can only provide appropriate supervision for our students when the bell rings and the school day begins. Therefore, students may not enter the building until 8:45 am. Safety Patrol, Media Helpers, and Chorus members (on Thursdays) may enter the building prior to this time because structures are in place to provide for their safety. All other students must wait with the adult who brings them to school until the bell rings at 8:45.
- Please use regular morning carpool procedures to drop off students. It is not safe to drop off students in the parking lot. If you must come into the building in the morning, please park in a designated parking spot and walk your child into the building. Please remember that teachers are greeting and preparing students for the day and may not be able to conference with you during this time.
- The instructional school day begins promptly at 9:15. Guests in the building after this time must sign in at the office and wear a visitor's sticker.

Walkers:

- As noted by the WCPSS Transportation Dept., we have very few students who live within our official Walk Zone who actually walk to and from school. Those who do should use marked crosswalks and sidewalks to exit campus.
- We have observed that most of our students who are leaving the building as walkers are getting into cars in the parking lot, in the bus loop/bus loop access road, or in the Fire Lane beside the Mobile Units in the back of the building. This practice is dangerous as it increases both pedestrian and car traffic during dismissal.
- Designating a student as a walker should not be used as a means to by-pass our carpool procedures.
- **If you drive to school to pick up your child, you should use the regular carpool process. Please do not park anywhere on campus to pick your child up as a walker.**

www.wcpss.net

Si necesita servicios de traducción gratuitos para comprender los procesos escolares, llame al (919) 852-3303

إذا كنت بحاجة إلى خدمات الترجمة المجانية للتعرف على سير العمليات بالمدرسة، اتصل بالرقم (919) 852-3303

Si vous avez besoin de services de traduction gratuits pour comprendre les procédures scolaires, appelez le (919) 852-3303

यदि आपको विद्यालय की प्रक्रियाओं को समझने के लिए निःशुल्क अनुवाद सेवाएं चाहिए, तो (919) 852-3303 पर कॉल करें

학교/교육 과정에 관한 무료 번역 서비스가 필요하시면 다음 번호로 연락하여 주십시오 (919)852-3303

Nếu quý vị cần sự thông dịch miễn phí để hiểu phương pháp trường học, xin vui lòng gọi số điện thoại, 919-852-3303

如果您需要免费翻译服务来了解学校流程，请致电 (919) 852-3303

Afternoon Dismissal:

- Any car that is picking up a Timber Drive student must have a 2017-2018 Carpool Tag issued by the office with the student's name on it. Carpoolers without a tag will be required to park, go into the office, and show proper ID to sign the student out. If you need a carpool tag you may request one in the office.
- Carpool tags should be displayed throughout the carpool process. Please leave your tag out and visible to staff until you leave campus.

Morning and Afternoon:

- Traffic flow in our carpool lane is two-way all the way to the entrance of the parking lot. When arriving on campus, please stay in the right lane. Passing cars in the left lane (in on-coming traffic) is a dangerous traffic violation and puts other drivers at risk. Stay in the right lane until you get to the parking lot entrance or are directed to the left lane (for double-stacking) by carpool staff.
- The bus loop is only to be used by buses, WCPSS Contracted Transportation, daycare vans, and Pre-K carpoolers. All others should use the carpool loop and allow Safety Patrolers or staff to open the car door for students.
- When parking on campus please use designated spaces, reserving the marked spots for those with appropriate Disabled Parking Tags. (Overflow parking for special events will be provided on the field and in other areas as directed by staff.)

Late Arrivals and Early Check-Outs:

- Please help support our efforts to protect valuable instructional time by arriving to school on time and limiting student checkouts to occasions of absolute necessity: sickness, appointments that cannot be scheduled before/after school or during track-out, etc.
- Students arriving after 9:15 am must be signed in by an adult in the front office.
- Student check-outs should not occur after 3:00 pm so that all staff can focus on getting students where they are supposed to be for dismissal.
- All parents should wait for students outside of the building at the end of the day. Again, it is important to limit distractions and hallway traffic during afternoon dismissal for student safety.
- To further protect instructional time, students will be called to be checked-out only when the parent/guardian has arrived in the Front Office to sign him/her out.

Thank you again for your efforts to support the safety of all students, families, and staff at Timber Drive.

Respectfully,

Timber Drive Administrative Team
Timber Drive Elementary School