

August 23, 2017

Dear 4K Families,

The necessary preparations for the upcoming school year are coming together and we are excited to have you and your child join our 4K family. This message is intended to give direction regarding a few traffic flow systems that we need your help with, in order to help things flow smoothly. Although it may seem lengthy, please be sure to read the portions that apply to your family.

#### **Beginning of Session Scenarios:**

1. **If your child will be riding the bus from home**, he/she will arrive at our 4K Center (between 8:35 and 8:40 am for morning students and between 12:25 and 12:30 pm for afternoon students.) The busses will pull into the parking lot and our staff will help the students off the bus and lead them into the gymnasium where they will meet their teacher and the rest of their class before being led to the classroom for the rest of the morning.
2. **If you will be driving your child to school**, it will be important to use the parking lot on Pine Street, directly across Pine Street from the Church. From there, please walk your child across the street, following the sidewalk behind the Church, enter directly through the gym door facing Pine Street. (It is important to note that this door will not be opened until 8:38 am for the morning session and 12:28 pm for the afternoon session.) Here your child will enter the gymnasium and meet up with their teacher and classmates, before being led to the classroom for the remainder of the morning.
3. **If you will be walking your child to school**, We are asking that you walk to Pine Street and follow the sidewalk to the back of the Church, where you will turn right and enter the gymnasium, through the door facing West. (Again, it is important to note that this door will not be opened until 8:38 AM for the morning session and 12:28 pm for the afternoon session). Here your child will enter the gymnasium and meet up with their teacher and classmates, before being led to the classroom for the remainder of the morning.
4. **If your Child will be starting the day with the Y-Care program**, the Y-Care staff will escort the students to the gymnasium, where they will meet up with their teacher and the rest of their classmates.

#### **End of the Session Procedures:**

1. **If your child will be riding the bus home**, it is important for you to be aware that our staff will begin escorting their students from the classrooms to the busses at 11:30 am for the morning students or 3:20 pm for the afternoon students. The students will be escorted to their assigned bus and transported home. Lamers Bus Lines will be informing you of drop-off times and locations. You should be present at the bus stop to receive your child at the end of their day.
2. **If you will be picking your child up from school**, it is important for you to be aware that our staff will begin escorting their students from their classrooms to the gymnasium at 11:30 am for the morning students or 3:20 pm for the afternoon students. This is where you will meet your child. We ask that you again utilize the Pine Street parking lot and go to and from the building using the sidewalk behind the Church. We will ask that you enter the gymnasium through the South entrance (facing Kimberly Avenue) and leave the gymnasium through the West Entrance (facing Pine Street).
3. **If your child will be transitioning to the YMCA Wrap Around Care**, our staff will escort them to the Y-care staff at this time as well.

It is in the spirit of creating the safest environment and the safest systems that we ask for your cooperation with these routines. If you have questions or concerns, please feel free to contact me by email at [sfitzgerald@kimberly.k12.wi.us](mailto:sfitzgerald@kimberly.k12.wi.us) or by phone at 423-4190.

Sincerely,

Sean Fitzgerald, Principal

I have read the attached Traffic Flow Letter pertaining to procedures for the 2017-18 school year.

Parent's Signature: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Teacher: \_\_\_\_\_