

## **Milton Summer School Program School Procedures**

May 2019

Dear Parents/Guardians,

Below is information specific to students who will attend West Elementary School for one or both sessions.

### **Drop-Off Instructions**

PLEASE DO NOT DROP OFF YOUR CHILD IN THE FRONT CIRCULAR DRIVEWAY OR THE EAST DRIVEWAY AREA. Students can be dropped off at the circle drive on the west side of the school on Crescent Drive, or you may park your vehicle on the street and walk your child to the building. No vehicle should be in the circle drive in front of the building or East parking lot. This is for buses only.

### **Pick-Up Instructions**

PLEASE DO NOT DROP PICK UP YOUR CHILD IN THE FRONT CIRCULAR DRIVEWAY OR THE BACK DRIVEWAY AREA. You may park at the circle drive on the west side of the school on Crescent Drive, or you may park your vehicle on the street and walk to the back of the school to meet your child. No vehicle should be in the circle drive in front of the building or the back driveway area.

### **Before School**

All doors will be locked. All students should be in the back of the building and come in with their class. Their teacher will be there to meet them.

### **Between Sessions**

- Some students are only taking 1<sup>st</sup> session. Those students leaving after the 1st session wait for parent pick-up in the front by the office, not on the playground. Pick up time is 9:45 a.m.
- The teacher will escort students who will be going by bus to a different school for 2nd session to the front of the building.
- Students staying at West for 2nd session will be dismissed to go to the playground located behind the school.

### **After School**

All students will EXIT the building out of the doors at the back of the building (doors 4 and 5). This is a new procedure this year, and is consistent with daily dismissal procedures at Milton West during the school year. Teachers will walk students out of the building, and parents should be waiting in the back of the school to meet students and walk with them to your vehicles.

If you have any additional questions or concerns, please feel free to call our summer school number at 608-868-9575.

Thank you for your cooperation!

Sincerely,

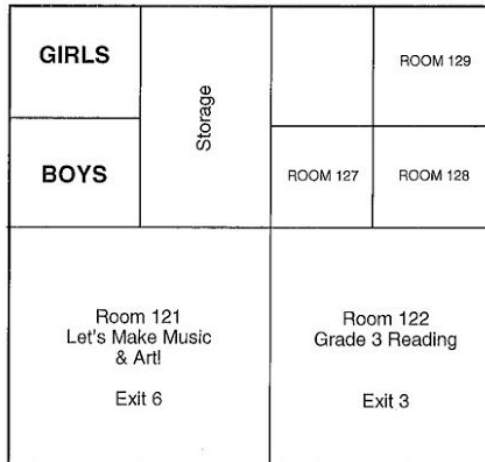
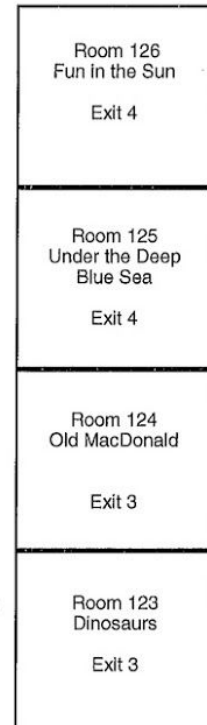
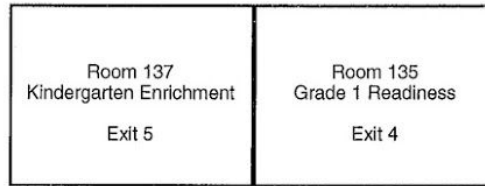
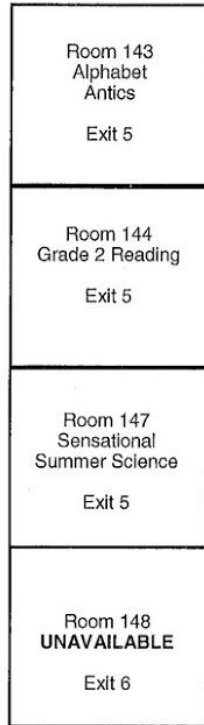
Sarah Stuckey & Matt Biederwolf  
Summer School Administrators

**MILTON WEST ELEMENTARY**  
2019 Summer School

NO PARKING OR DROP-OFF  
SIDE LOT

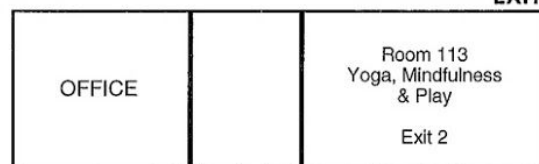
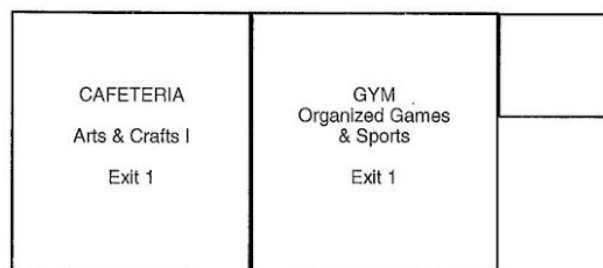
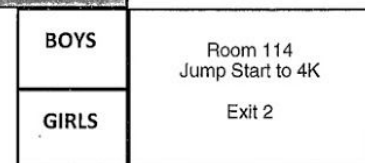
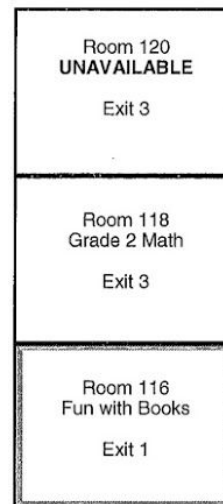
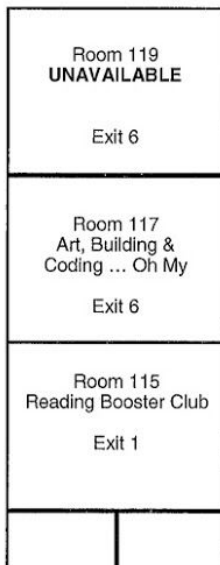
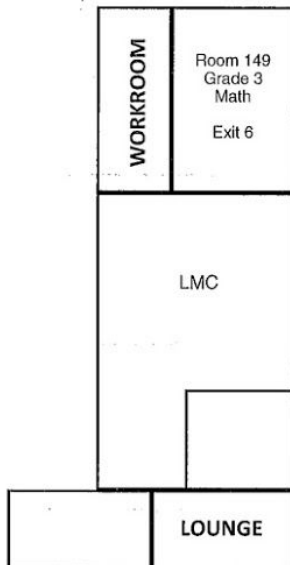
**EXIT 5**

**EXIT 4**



**EXIT 6**

**EXIT 3**



NO PARKING OR DROP-OFF  
DRIVEWAY

**MAIN ENTRANCE  
EXIT 1**

NO PARKING OR DROP-OFF  
DRIVEWAY

**EXIT 2**