



# Worthington Park Elementary School

Worthington Schools  
Karen Groff  
Principal  
500 Park Road  
Westerville, Ohio 43081  
(614) 450-5500  
FAX (614) 883-3460

## FACT SHEET

*Welcome to Worthington Park! We are excited to have you join our Park Shark Community! Below are a few facts that may be helpful as your student starts the school year. Please note that the safety, security and privacy of our students is one of our main goals. If you have further questions, please don't hesitate to call the office at 450-5500.*

### SCHOOL HOURS:

- 7:55 am to 2:25 pm

### ARRIVAL:

- Students are not permitted to arrive earlier than 7:35 am, as there is no supervision provided. This is for safety reasons.
- Upon arrival, students are to wait in the hallway outside their classroom.
  - For safety, security & privacy reasons, parents are asked to say goodbye before students enter the building.
  - Parents are asked not to walk their student to their classroom. This again is for safety, security reasons.
- 7:45 am - First Bell
- 7:55 am - Tardy Bell
  - Students are expected to be in their classroom by 7:55 am or they will be considered tardy.
- Students who arrive after 7:55 am, are to report to the office and pick up a tardy slip.
- Drop Off is in the back of the building only. Parents are asked to follow the line to the "drop off" zone before allowing students to exit the vehicle. **Do not drop off students in front of school before 8:00 am.**

### DISMISSAL:

- Students will be dismissed at 2:25 pm.
- Pick Up is in the back of the building only. Parents are asked to wait for their student in the main lobby or outside Door #6 (back of school), where students will be escorted by their teacher .

### PARENT VISITS:

- All visits to the classroom or meetings with a teacher must be arranged with the teacher.
- Parents must sign in/out in the office and wear a visitors badge at all times.
- Parents are not permitted to be on the playground during recess.

# Drop-Off/Pick-Up Procedures

ALL parents must drop-off/pick-up their children behind the school rather than in front of the school, as it impedes our bus traffic flow.

All drivers are asked to ensure the safety of all of our children by exercising the utmost in caution during the critical morning drop-off and afternoon pick-up of students. Please follow these guidelines strictly everyday:

- When pulling around to the rear of the building, do so slowly and with caution.
- When dropping students off or picking them up, please pull forward as far as possible in the drop-off/pick-up lane. If there is space in front of your car, pull forward. This will cause less congestion in the parking lot.
- Students should always exit from the passenger side of the car. Encourage them to be ready to exit the car as soon as you reach a stop so as to not hold up the "car line-up."
- Do not exit the line of cars until you reach the end of the drop-off/pick-up lane, as other cars may pull out and cause an accident.
- Stay with your car if you are picking up or dropping off. If you need to enter the school, you must park in a parking space and not in the "car line-up" area.
- NEVER park in the parking lot and have your children walk into school. Even if you are coming in yourself, ALWAYS drop them off at the designated curb area. You can park your car and then join them in the school.

When parents find it necessary to drive their child to school in the morning or to pick up their child at the end of a school day it will be absolutely necessary that you **DO NOT** park in the circle at the front entrance. This area will be reserved for buses and day care vans only. You should drop off and/or pick up your child in the east parking lot behind the school. Please follow the traffic pattern for the safety of all students.

## **DROP OFF/PICK UP DIAGRAM**

