



Willow Springs Learning Center

ABCD Information

(Arrival, Busing, Communication, Dismissal)

AM Session - 8:45-11:30 a.m.

PM Session - 12:45-3:30 p.m.

Arrival

Students Arriving by Bus:

- Students will remain seated on the bus until a Willow Springs staff member arrives and dismisses them.
- Staff are situated outside of the bus and through the entry-way at Willow Springs to help ensure student safety and offer comfort or assistance as needed.
- Students will walk into the building independently and head to their cubby.

Students Arriving by Parent/Family Transport:

- Families and students will remain in their vehicle in the parking lot. When ALL buses leave the Willow Springs parking lot, a staff member will place a large yellow welcome cone on the sidewalk near the main entrance. This cone will indicate that families may now get out of their vehicle to walk their child up to the sidewalk.
- Each child should be walked up to the sidewalk by their adult. You must hold hands with your child while doing so. Once at the sidewalk and welcome cone area, say goodbye and proceed back to your vehicle. Children may not be walked up to the door or into the building.
- Children will be greeted and directed into the building by several staff members.
- *Special Note: Our PM session arrival is very busy as there are multiple buses in the parking lot. We suggest that you arrive at 12:35 p.m. to find a parking spot*

before the buses arrive. It becomes difficult to get into a parking spot once the buses are in our lot. Unloading the buses takes some time, especially at the beginning of the year. Thank you in advance for your patience as we work to make this process efficient while maintaining safety for all.

Busing

AM Session Bus Procedures:

- Students riding the bus to Willow Springs for the AM session will be picked up at their designated bus stop location. All buses will go to the Silver Spring Intermediate School (SSI). Upon arrival at SSI, Willow students will be escorted by staff and older student bus buddies to the shuttle bus to take them to Willow Springs.
- At AM dismissal, students ride the bus directly to their home or daycare address from Willow Springs.

PM Session Bus Procedures:

- Students riding the bus to Willow Springs for the PM session will be picked up at their designated bus stop location and taken directly to Willow Springs.
- At PM dismissal, students will board a designated shuttle bus that will take them to an elementary school. Upon arrival at the elementary school, students are escorted by staff and older student bus buddies to the bus that will take them to their home address or daycare location. The designated elementary school will be their home school or the elementary school on the route to their daycare location.

Additional Information for all 4K Bus Riders:

- 4K students **MUST** be met by a designated adult at their bus stop. Bus drivers will not allow a 4K student to get off the bus without an adult there to receive them. In the event an adult is not there to receive the child, the child will remain on the bus and an emergency contact will be called. If we are unable to reach an emergency contact, the child may be returned to Willow Springs Learning Center and will need to be picked up immediately.
- If you are running late due to an emergency, please call the Willow Springs office at 262-255-6190 so that we can advise the bus company on your behalf or you may contact Dairyland Bus Company directly at 262-253-4060.
- Always be at the bus stop 5 minutes prior to the scheduled time.

Communication

- If you have a change in your transportation plan for a specific day, please email Colleen Engel, Administrative Assistant, at engeco@hamilton.k12.wi.us. You will receive a response to your request after the change is confirmed. If you do not receive a confirmation response, we have not received your communication.
- For a permanent change to your child's dismissal, you must submit a new Transportation Needs Form to the school office. Please remember that bus route changes can take up to two weeks.
- Willow staff can identify a child's transportation needs by looking at the backpack tag. This tag should be on the backpack the entire year and will be updated or replaced as needed.
- If you are using bus transportation, please have your child begin riding the bus on the first day of school.
- All children should wear their name tag for the month of September. Please pin their tag onto their shirt or dress (not on coats) in the middle of the chest. We ask that you refrain from using string to hang the name tag around their neck.

Dismissal

Students Leaving by Bus:

- Students will be walked to the bus by their classroom teacher.
- Students riding a bus will be dismissed before parent/family transport students are dismissed.

Students Leaving by Parent/Family Transport:

- Parents/family members are asked to stay in their vehicle until ALL buses have left the parking lot.
- Students being picked up by a parent/family member will remain in the gym until the buses have left.
- When the buses have left, children being picked up by a parent/family member will be brought outside by a staff member.
- Once a parent/family member sees their child in a pickup line, they may exit their vehicle and walk to their child. Please be ready to show a photo ID upon request so that we can ensure your child's safety.

- Each student must be “checked out” or dismissed by a staff member. You may not leave with your child until a staff member gives you the okay.
- You must hold hands with your child as you walk back to your vehicle.
- *Special Note: Our AM session dismissal is very busy as there are multiple buses in the parking lot. We suggest that you arrive at 11:20 a.m. to find a parking spot before the buses arrive. It becomes difficult to get into a parking spot once the buses are in our lot. Loading the buses takes some time, especially at the beginning of the year. Thank you in advance for your patience as we work to make this process efficient while maintaining safety for all.*