



Willow Springs Learning Center

ABCD Information

(Arrival, Busing, Communication, Dismissal)

AM Session - 8:50-11:30 a.m.

PM Session - 12:50-3:30 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 entryway 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. Please walk on the perimeter of the lot and avoid walking through parked cars. 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.
- If you arrive late (and the yellow cone is not present), be sure to walk your child all the way into the building. Your child may not walk in alone late as our inner doors are locked. Late children must be accompanied into the entrance lobby by an adult. Adults may go once their child has been buzzed into the building by a staff member.

Busing

Bus Procedures:

- Students riding the bus to Willow Springs will be picked up at their designated bus stop location or daycare address and taken directly to Willow Springs.
- At dismissal, students ride the bus directly to their designated bus stop or daycare address from Willow Springs

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 or the Hamilton School District Office (located at Hamilton High School) 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 Kristin Westby, Administrative Assistant, at westkr@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 may 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 or other staff member(s).
- 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.