

Wilkinson Gardens Elementary School



1925 Kratha Drive
Augusta, GA 30906

Dr. Brenda Cherokee Taylor, *Principal*
Mr. Derrias Priestley, *Admin Intern*

Office: 706-737-7219
Fax: 706-731-8803

Dear Parent(s),

August 7, 2017

THE FOLLOWING MEASURES HAVE BEEN ESTABLISHED FOR THE SECURITY OF THE BUILDING AND YOUR CHILD'S SAFETY.

Morning Arrival:

- PARENTS AND VISITORS ARE ONLY ALLOWED TO ENTER THE SCHOOL THROUGH THE FRONT DOOR ON KRATHA DRIVE.
- PARENTS and/or STUDENTS WILL NOT be allowed through the front entrance of the building prior to 8:15 a.m.
- **ALL STUDENTS (including walkers and car riders) arriving before 8:15 a.m. must enter through the cafeteria door located off Tubman Home Road on the back of the building.**
- Cafeteria entrance opens for ALL students at 7:45 a.m. Breakfast starts at 7:45 a.m. and ends at 8:15 a.m. ALL students must be in class no later than 8:15 a.m.
- Students arriving after 8:15 are considered tardy and must receive a pass from the office.
- Parents and visitors may enter through the front entrance beginning at 8:15 a.m.
- Upon entering the school during the day, all visitors are required to go directly to the office. Other than students, faculty, and staff members, no other person is permitted in the school building without the permission of the Principal or her designee. Please observe this necessary rule and refrain from going directly to your child's classroom.

Afternoon Dismissal:

- Dismissal will begin at 3:15 in the following order: car riders, day care vans, buses, and walkers.
- Pre-K through Fifth Grade car riders will exit through the gym. **(NO EXCEPTIONS)**
- All walkers will exit through the 2nd grade side door. **Students must walk directly from the school and not loiter on the campus. Pre-K and Kindergarten students will wait in a second grade room with a paraprofessional for their older siblings.**
- **Students will not be released from school between 2:45pm – 3:15 p.m.**
- **If you need to request a change in transportation, you must notify your child's teacher in writing that morning. You must include phone contact information for verification. No transportation changes or changes about who is authorized to pick up your child will not be accepted over the phone or via text.**

Mission: The mission of Wilkinson Gardens Elementary School is to give students the tools they need to be active lifelong learners and contributing citizens in their community and the world.

Vision: Learners Today and Leaders Tomorrow!