



Willow Springs 108

8345 Archer Ave
Willow Springs, IL 60480

Alexandra Oreluk
Principal

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Dear Willow Families,

January 31, 2022

Now that winter is in full swing, I wanted to take a moment to provide you with a few friendly reminders about our expectations for student drop-off and pick-up at Willow. The safety of our students is our number one priority and following these guidelines will help maintain a safe environment for our students, staff, and parents.

If parents choose to drive students to school, they should be dropped off on Vinewood between 8:10 and 8:25 AM. Students may NOT be dropped off in the parking lot off of Archer Ave. The yellow highlighted area depicts where drop off should take place. The red arrows provide guidance as to the drop off route. Please see the picture below.



Our school day ends at 3:13 PM. Students may be picked up on Vinewood at that time. Students are NOT to be picked up in our parking lot off Archer Ave. Please follow the same routes as above. If students have not been picked up by 3:30 PM, they will be brought to the



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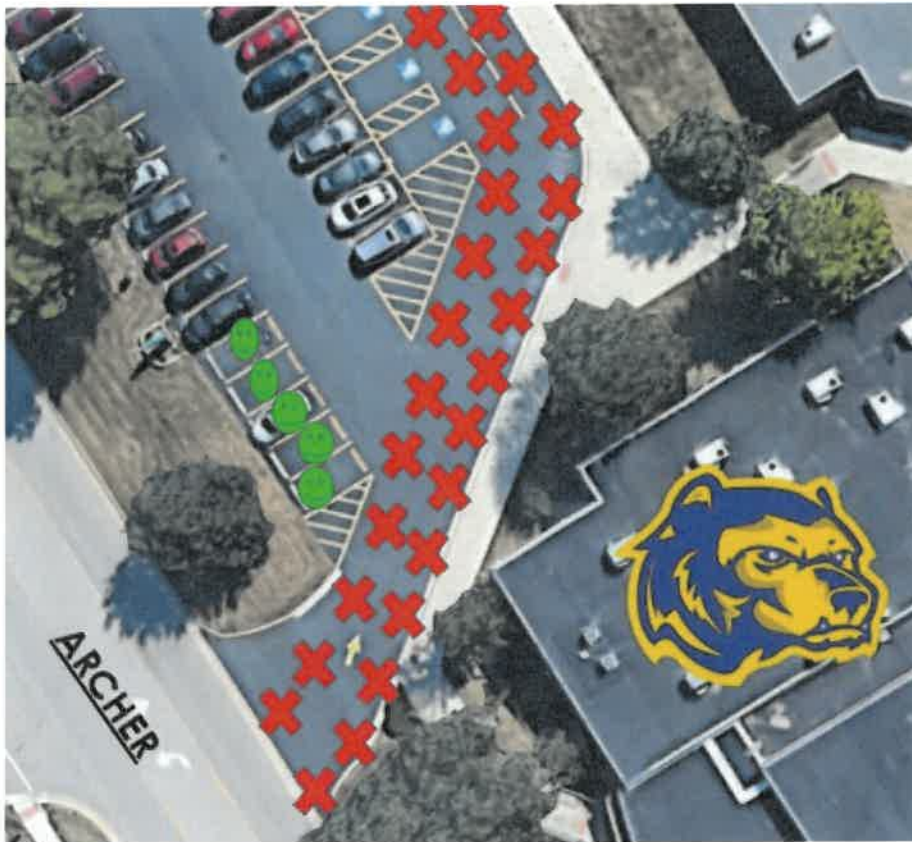
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main office and parents will be contacted. Parking expectations for late pickups are the same as for late drop offs.

If students arrive at school after 8:30 AM should be dropped off in the front of the building. Individuals that drop off students after 8:30 AM should park in our lot (depicted by the green marks on the map below) and walk students into the main office. Cars should NEVER park or stop to drop students in the area marked by red Xs on the map. This is our bus drop off location and cars parking in this area can lead to an unsafe parking lot. These parking expectations are the same for late pickups (after 3:30). Please see the picture below.



I appreciate your attention to this matter. Please feel free to contact me with any questions or concerns.

Sincerely,
-Miss Oreluk