

HENRY S. WEST LABORATORY SCHOOL

OPERATIONAL PLAN

2026-2027

As we prepare to open the 2026-2027 school year, it is important to reflect on the lessons learned and continue to provide our students and staff with the safest environment possible.

When planning for the opening of school, West Lab's goal is to minimize spontaneity, uncertainty, and ultimately any risk on campus by visibly showing everyone what safety looks like and creating a feeling of health and safety, so that students and staff can continue with learning, which is our primary focus. West Lab will continue to strive to provide as normal an environment as possible, while maintaining current protocols to provide a safe and productive environment as follows:

1. Before students/staff arrive on campus.
2. When students/staff arrive on campus.
3. When students/staff move about campus.
4. When students/staff utilize classroom space.
5. When students/staff participate in extracurricular activities.
6. When students/staff leave campus.

ARRIVALS

Student Arrival

To help reduce traffic and congestion, we have designated two campus entry points to better manage student arrivals. We kindly ask that drivers pull all the way forward at the drop-off location to prevent traffic backups on Carillo Street.

Arrival procedures will begin on the first day of school, August 13, 2026. Students will enter the campus independently by following the guidelines outlined below.

All families are invited to meet their child/ren's teacher(s) on Wednesday, August 12, 2026, during our Meet and Greet from 1:00 PM – 2:00 PM.

The following are West Lab's arrival procedures effective **Thursday, August 13th, 2026**.

School Plan for Arrival:



Entry Gate # 2: Last Names A-L

Entry Main Gate: Kinder & Last Names M-Z

- Parents and/or guardians will use the designated entry gate for student drop-off (please refer to images above).
- Students whose last name begins with A – L will enter through Gate 2 (located closest to the playground).
- Kindergarten students and students whose last name begins with M – Z will enter through the school's Main Gate.
- **YMCA students** arriving between **7:00 AM and 7:45 AM** should be dropped off at the circular driveway/Main Gate. YMCA Staff will be present to welcome and guide them inside.
 - **School drop off begins at 7:45 AM. Not prior to.**
- Both entry gates accommodate either **drive-up and drop-off**, or **walk-up and drop-off** after parking in the grassy swale across the street.
- Please note: Parent parking is not permitted in the teacher's parking lot or the faculty/staff spaces in front of the school.
 - All parent parking should be in the grassy swale located opposite the school.
 - We thank you all for your cooperation with this.
- Upon arrival, all students will be offered a free breakfast.
 - Breakfast service will be available until 8:15 AM.
- After entering, students will proceed to their designated holding area.
- **Late Arrival:**
 - **Kindergarten students** arriving after 8:20 AM
 - **First – Eighth Grade students** arriving after 8:35 AM
 - Students will be greeted and escorted to the Main Office to receive a tardy pass.
- Student holding areas are as follows:
 - Kindergarten: Cafetorium
 - First – Fifth Grades: P.E. Shelter
 - Sixth – Eighth Grades: In front of their homeroom class (Middle School Building)

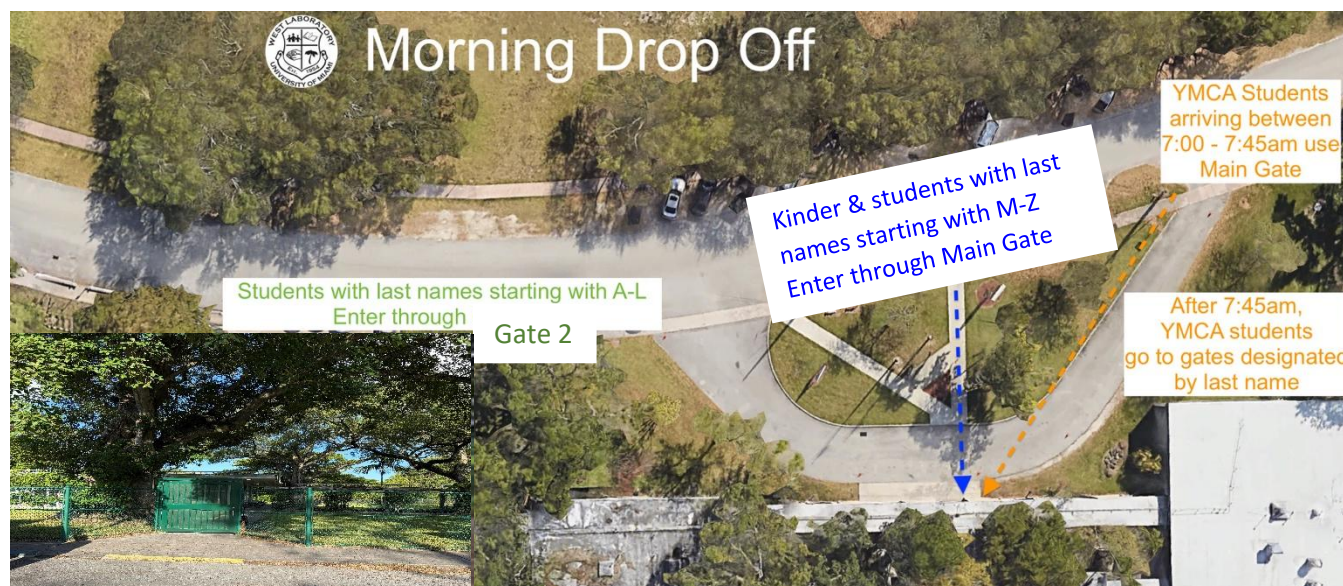
School Plan for Arrival (Continued)

Administrative team and selected teachers will supervise arrival and holding areas as follows:

- Dr. Sanchez-Perez – Front of the school entry point
- Ms. M. Rodriguez – P.E. Shelter
- Ms. Hernandez – Front of school entry point
- Mrs. Sans – Cafetorium
- Ms. Brown – Gate 2 Arrival entry point
- Coach Pinto – P.E. Shelter
- Ms. Larset – Field Gate/P.E. Shelter

Additional assistance for the Meet and Greet and first day of school:

- Mrs. Valdes-Diaz – Hallway Breezeway (between building 1 and 2)
- Ms. Perez-Salman – Between building 3 and Cafetorium
- Mrs. Correa – Middle School Hallway facing courtyard
- Ms. S. Hernandez - Between building 3 and Cafetorium
- Mrs. Sans – Hallway Breezeway (between building 1 and 2)
- Ms. Russell – Between Building 3 and Cafetorium



DISMISSAL

Student dismissal at Henry S. West Laboratory School will be performed in a systematic fashion in order to minimize potential student congregation in large groups.

Please note: Staggered dismissal times are subject to change.

School Plan:

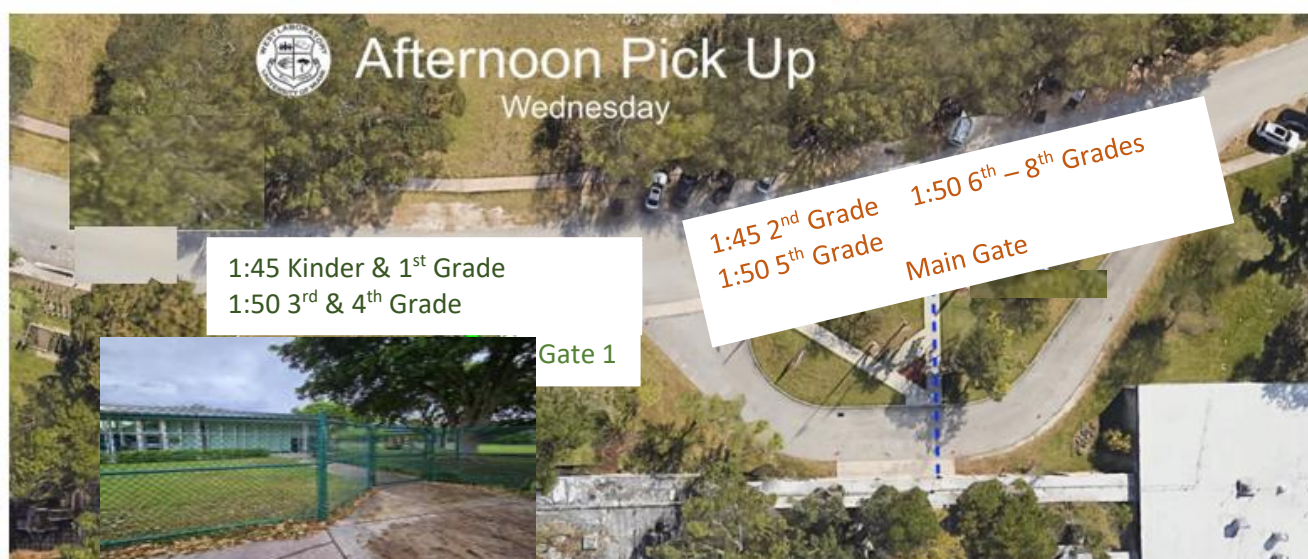
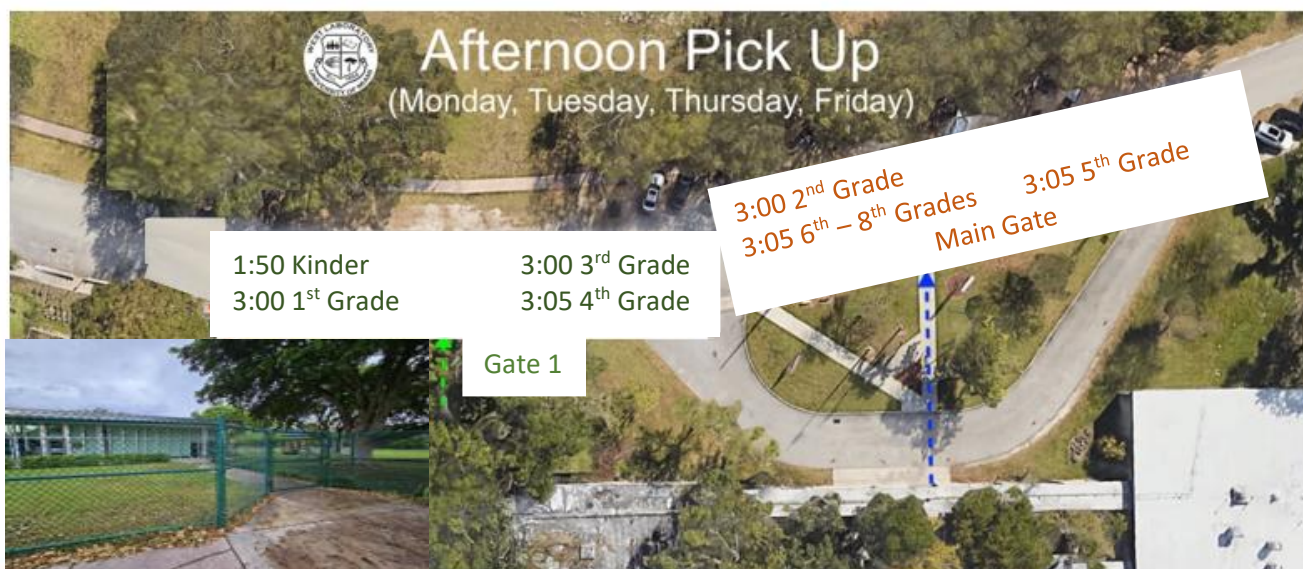
Parents/guardians can line up to pick up their child(ren) at their designated gate. Please ensure that you have photo ID readily available for the safe dismissal of our students.

Dismissal times will be staggered as follows:

Mondays, Tuesdays, Thursdays & Fridays	Gate 1 Larset* & Rodriguez, M.	Main Gate Brown & Sanchez-Perez	YMCA students get picked up at the circular driveway (parents may drive through the driveway after 3:45 PM)
1:50 pm	Kinder		
3:00 pm	1 st Grade	2 nd Grade	
3:00 pm	3 rd Grade		
3:05 pm	4 th Grade	5 th Grade 6 th – 8 th Grade	

Wednesday	Gate 1 Larset* & Rodriguez, M.	Main Gate Brown & Sanchez-Perez	YMCA students get picked up at the circular driveway (parents may drive through the driveway after 2:45 PM)
1:45 pm	Kinder 1 st Grade	2 nd Grade	
1:50 pm	3 rd Grade 4 th Grade	5 th Grade 6 th – 8 th Grade	

Ms. Larset: Field Gate



- Parents/guardians will park and line up in front of designated dismissal area; selected staff will monitor/supervise.
- Parents/guardians **MUST** have photo ID readily available for the safe dismissal of our students.
- Only the individuals listed on the emergency data form are permitted to sign a student out.
 - Any revisions to this document must be done in person, by the registering parent, in the Main Office.

EARLY RELEASE

Early Student Release Procedures:

- Parents are to call the Main Office upon their arrival (not prior to).
- Parents will remain in their car at the circular driveway for early release.
- Designated staff have been charged with reviewing/verifying identification to ensure adult is authorized to pick up the student.
- Designated staff will document name of adult, date, and time of early release.
- Student will be escorted to the circular driveway by selected staff.
- On Mondays, Tuesdays, Thursdays, and Fridays students will not be released after 1:20 PM for Kindergarten and 2:30 PM for First – Eighth grades.
- On Wednesdays, students will not be released after 1:20 PM.
- The name on the Emergency Data Card MUST match the name on the photo ID.
 - Nicknames, shortened names, etc. are not permitted. The legal names must match.

YMCA | BEFORE/AFTER SCHOOL CARE

- YMCA will identify one central entry point for receiving and dismissing students.
- YMCA students arriving between 7:00 am and 7:45 am will be dropped off and received at the circular driveway.
 - After 7:45 am, all students will be dropped off at the designated arrival gate. Students whose last names begin with A–L will enter through Gate 2; Kindergarten and students whose last names begin with M–Z will enter through the School’s Main Gate.
- YMCA will encourage the same parent or designated person to drop off and pick up the child each day to ensure familiarity and consistency.
- During after-school hours, on-campus access for parents, guardians, or visitors will be limited to necessary circumstances.
- After school dismissal has concluded, afternoon pick-up for YMCA students will take place at the circular driveway for all students, regardless of grade.
- YMCA staff will escort children to their parent or guardian when they are signed out.
- Groups of children will be organized by age and, when possible, remain in designated areas within the cafeteria with a 20-to-1 staff ratio. Outdoor time and special activities—such as arts and crafts, outdoor games, and all activities in the YMCA’s monthly curriculum—will be staggered by age group to ensure smooth transitions and age-appropriate engagement.
- YMCA Before Care will begin on Monday, August 17, 2026.