

Cos Cob Elementary School

Arrival and Dismissal Procedures

Arrival

Bus Drop Off

[Bus Routes and pick-up times](#)

Upon bus arrival (approx 8:30), the front entrance to the school will be staffed and opened for students coinciding with any buses unloading. Students will exit the bus from front to back and proceed straight inside the school to their classroom.

Parent Drop Off

Please plan to arrive between 8:30 and 8:45 so the arrivals are staggered. We will use the usual back circle loop for parent drop off. Staff will be stationed outside to assist with arrival each day. We will direct students to the back entrance.

Drivers, please follow this procedure to ensure everyone's safety;

1. Remain in the vehicle while **students exit the car independently on the SIDEWALK SIDE ONLY**.
2. **DO NOT, under any circumstance**, pass the car in front of you. This is an extreme hazard and is strictly prohibited. Please wait patiently in line, proceed around the circle and exit onto School Street.
3. **Please refrain from using your cell phone during drop-off.**

The front circle is used solely for buses until 8:45am. However, please be aware that late buses can arrive after that time.

The staff and kindergarten bridge parking lots are NOT drop-off areas.

Once a student has been dropped off, he/she **MUST** stay on school grounds.

Walkers and Bikers

Walkers must follow the sidewalk **around the back circle** and are **NEVER** to cut through the traffic circle. Students arriving on bicycles **MUST** follow the "rules of the road" and are required to wear a helmet while biking. In accordance with CT state law students without helmets will **NOT** be permitted to ride bicycles home. All walkers and bikers will enter through the back circle entrance.

Dismissal

Be on the lookout for the email to set up your School Dismissal Manager Account!

Parent Pick Up

All students will be dismissed to the back circle. We will be staggering dismissal with the **Third Grade** coming out first, followed by **Second Grade**, followed by **First Grade**. **Fourth and Fifth Grades** will be dismissed as normal, at either of the building's side entrances closest to the back circle. **Kindergarten** will dismiss from the Kindergarten playground with Ms. Bee/Ms. Bennett's students and Ms. Woodring's students being dismissed from their doorways. Ms. Brehm's students will be dismissed from the building's side entrance next to the Kindergarten playground.

Siblings of Kindergarten students will need to be picked up in the back circle. Please pick up your student quickly and leave immediately to avoid an overcrowding situation. Parents with students in multiple grades will need to wait patiently.

The staff and Kindergarten bridge parking lots are NOT pick-up areas.

For everyone's safety and in compliance with Town of Greenwich Municipal Code, **DOGS ARE NOT PERMITTED (EVEN IF LEASHED) ON SCHOOL GROUNDS DURING DROP-OFF OR PICK-UP.**

Early Dismissal

On Early Dismissal days students are dismissed at 1:15pm. All lunches are Grab and Go and given out before dismissal.

Bus Dismissal

Bus Dismissal will begin upon the arrival of any bus. When Bus #1, #2, or #3 arrives, those students will be called down to the front entrance to check in with the staff member assigned prior to boarding the bus. Prior to being called down to the front entrance, students will wait with an assigned staff member providing supervision.

Parking

For visiting parents or guests of the school, available parking includes:

- The parking lot adjacent to the Kindergarten bridge
- The municipal parking lots near the firehouse and library
- Along adjacent streets

There is NO long-term parking in the front circle. These spaces are reserved.

The basketball court is never to be used for parking.

The school parking lot is for **staff use ONLY from 8:00am to 3:45pm.**