

Glenville Elementary School
2023-2024
Arrival and Dismissal Procedures

Dear Parents/Guardians,

In order to ensure the safety of all children and maximize instructional time during the school day, the following arrival and dismissal procedures are in place. Your understanding and cooperation in following these procedures is greatly appreciated.

All students must be dropped off in the main circle and will enter through the front doors only. Parent drop off cars are not permitted to drive in the bus loop.

Arrival: Students may arrive beginning at 8:25. There is no supervision prior to 8:25, so students will not be permitted to enter the building. Attendance is taken promptly at 8:45. Students who arrive after 8:45 will be considered tardy. Tardy students should enter the building by themselves using the main entrance. Students may be escorted to their classroom by a staff member if needed. Please have your children to school as close to 8:30 as possible to assist them in having a positive transition into the school day.

Dismissal: Begins at 3:10 and will be staggered. Kindergarteners will begin dismissal approximately 5 minutes early each day. Child care, parent pick-up and bus riders will be dismissed separately. Please make sure you have updated [Dismissal Manager](#) by 2 p.m. each day to ensure our staff has the most up to date plan for your child. Dismissal Manager should be updated by 12:00 p.m. on early release days.

Drop-off:

- **Supervision begins at 8:25. Students will not be able to enter until this time.**
- All students will be greeted by staff members and monitored throughout the hallways as they travel to their classrooms.
- Parents and caretakers should follow the driveway to the right as you drive up the hill in order to travel through the drop off line.
- All cars should have their family name displayed attached to their passenger side visor. (If you need another copy, please contact the main office)
- Students arriving via car will be greeted by staff members providing valet style service in front of the main steps.
- Parents and caretakers should remain in their cars and follow the directions of staff members in order to maintain safety during arrival procedures.
- For the safety of all students, please obey signs and follow the given traffic patterns.

Pick-up:

- Parents and caretakers should remain in their cars and follow the directions of staff members in order to maintain safety during dismissal procedures.
 - **Kindergarten & First Grade:** At the bottom of the main entrance stairs
 - **Second & Third Grade:** On the sidewalk by the playground
 - **Fourth & Fifth Grade:** At the top of the stairs at the main entrance
- Parents and caretakers should follow the driveway to the right and line up cars in the outer driveway and in the fenced in-area.
- Students will wait with staff members at the bottom of the steps as cars pull to the front of the line.
- All cars should have their family name displayed attached to their passenger side visor. (If you need another copy, please contact the main office)
- To assist with efficient procedures, please work with your children on independently entering the car and buckling their seat belt or car seat.
- Parents who choose to park should do so in designated parking spots.
- For the safety of all students, please obey signs and follow the given traffic patterns.
- The loop in the back of the school is for **BUSES ONLY**.

Thanks again for your understanding and cooperation!

Sincerely,

Klara Monaco

Klara Monaco
Principal