



**GREENWICH PUBLIC SCHOOLS
HAMILTON AVENUE SCHOOL
A STEAM Magnet**

Mrs. Diane Chiappetta-Fox
Principal

Mrs. Annamaria Simonelli
Assistant Principal



To: Hamilton Avenue School Families
From: Diane Fox, Principal, Hamilton Avenue School
RE: **REVISED** arrival and dismissal Procedure 2023-2024

Safety and security are a priority at our school. Therefore, we needed to change arrival and dismissal procedures for the upcoming school year. FYI, the **NEW Main Entrance** for Hamilton Avenue is on St. Roch's Avenue, off the parking lot. Visitors cannot enter through the playground entrance during school hours.



Pre-K

Arrival for Pre-K students begins at 8:15.

Students arriving by car:

Enter the main parking lot on St. Roch Avenue and follow signs to pull up to the first spot past the front doors, where teachers will meet you. Parents must put their cars in "park" and unlatch their children from their car seats. Staff will remove children from the car seat and car and escort them into the building. Parents should exit through the exit-only lane and obey the traffic sign, turning right only. Our bus loop on Hamilton Avenue is closed to through traffic and reserved for school bus access.

Students arriving by bus:

Pre-K staff will greet students in the bus loop and escort them into the building.

Late arrival:

Families bringing their children to school after 8:15 will now enter Hamilton Avenue from the parking lot doors on St. Roch's Avenue (**NEW Main Entrance**). Please ring the bell and wait to be buzzed in.

Dismissal:

Regular dismissal of Pre-K is 1:15 PM. Some students will take the bus and be escorted to the bus loop by staff. Parents will pick others up. If your child participates in "afters," dismissal begins promptly at 2:30. For both regular and "afters" dismissals, parents must park in the main lot and greet their children by the front doors of the parking lot on St. Roch's Avenue (**NEW Main Entrance**). Staff will be there with students for dismissal. Please be prompt as dismissal of K-5 students begins at 2:45 PM.

K-5**Arrival for K-5 students begins at 8:00.**

Arrival: Our bell rings, and doors open at 8:00 am*. We encourage all students to arrive at 8:00 to unpack and start their day. Our doors close, and instruction begins promptly at 8:15 am. Establishing a routine ensuring an on-time arrival encourages effective executive functioning strategies and allows students to settle into their day before instruction begins.

Students arriving by car:

Enter through the main parking lot on St. Roch Avenue and pull up to the first spot past the front doors. Beginning at 8:00 AM, our staff will assist students exiting the cars; parents do not need to get out of their cars. Please pull up to allow for adequate room in our parking lot. Parents should exit through the exit-only lane and obey the traffic sign, turning right only. Our bus loop on Hamilton Avenue is closed to through traffic and reserved for school bus access.

Students walking and biking to school can store bikes in the bike rack near our playground and enter through the school's front doors. Please remember to retrieve bikes at the end of the school day, as our playground is open to the public after school.

Walkers should use the access points around the field to arrive at the main doors. **(DO NOT ALLOW WALKERS TO WALK THROUGH THE DRIVEWAY)**

Late arrival:

Families bringing their children to school after 8:15 will now enter Hamilton Avenue from the parking lot doors on St. Roch's Avenue (**NEW Main Entrance**). Please ring the bell and wait to be buzzed in.

***students who wish to have breakfast in the morning may arrive at 7:45 AM and report directly to the Cafetorium.**

Dismissal:

Our bell rings, and dismissal begins at 2:45 PM.

Bus students will be dismissed to the bus hallways. **Please contact the Boys and Girls Club regarding your child's acceptance into their modified after-school programming.** Buses from Hamilton Avenue School **WILL NOT** be provided this year. *More information to follow.*

Kindergarten and first-grade students will be escorted to their dismissal locations by their teachers.

Car Pick up at the main doors begins at 2:45 PM; please follow staff instructions. Please be sure to pull forward so that we have adequate room in our parking lot. Our staff members will escort students to cars; there is no need to exit the vehicle. Please follow the directions of our staff members to maintain safety. We will not allow students to walk through the parking lot, so parents must pull up to the appropriate spots according to the traffic flow. All other students will be dismissed at the New main entrance (St. Roch Avenue lot), escorted by teachers. The bike rack on the field will dismiss **walkers and parent pick-up** students. Staff will be available to greet you during parent pick-up dismissal.

