Arrival

Bus Drop Off
Upon arrival, 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 until it is time to head to their classroom at 8:45.

Parent Drop Off
Please plan to arrive between **8:45 and 9:00**. We will use the 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 **9:00am**. However, please be aware that late buses can arrive after that time.

The staff and kindergarten bridge parking lots are **NOT drop-off areas**. NO CARS SHOULD DRIVE IN THE STAFF LOT DURING DROP-OFF OR DISMISSAL.

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 **Third Grade coming out first, followed by Second Grade, then 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 overcrowding. 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 **1:30pm**. Lunch schedules will be adjusted accordingly.

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 8:15am to 4:00pm**.