Glenville Elementary School
2026-2027
Arrival and Dismissal Procedures

Dear Glenville Families,

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. (If you are new to Glenville, please see attached video for details https://youtu.be/nDQ_jeHJvq8.)

Arrival: Students may arrive beginning at 8:45 am. There is no supervision prior to 8:45, so students will not be permitted to enter the building. Attendance is taken promptly at 9:00 am. Students who arrive after 9:00 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 at school as close to 8:45 as possible to assist them in having a positive transition into the school day.

Dismissal: Begins at 3:25 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 2:00 pm each day to ensure our staff has the most up-to-date plan for your child. Dismissal Manager should be updated by 12:00 pm on early release days.

Drop-off:

- Supervision begins at 8:45. 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 left through the parking lot as you drive up the hill in order to travel through the drop-off line.
- Students arriving via car will be greeted by staff members providing valet-style service on the side of the building
- 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.
- **Kindergarten ONLY may park in the gated lot and walk students to the front door.**

Pick-up:

- All cars should have their family name displayed on their passenger-side visor. (If you need another copy, please contact the main office)
- Parents and caretakers should remain in their cars and follow the directions of staff members in order to maintain safety during dismissal procedures.
- Parents and caretakers should follow the driveway to the left and line up cars in the parent pickup loop

- Students will wait in the gym and exit from the side GYM doors.
- These dismissal procedures are the same during inclement weather
- To assist with efficient procedures, please work with your children on independently entering the car and buckling their seat belt or car seat.
- For the safety of all students, please obey signs and follow the given traffic patterns.
- The loop on the right near the field is for BUSES ONLY.
- **Kindergarten ONLY should park in the gated lot and walk to the steps to receive your child from their teacher. Kindergarten families should NOT go in the parent pickup line.**

Thanks again for your understanding and cooperation!

Sincerely,

Klara Monaco

Klara Monaco
Principal