



## **Glenwood Landing School 2017-2018**

### **Arrival:**

School begins at 8:25 AM. Students will not be permitted to enter the building before 8:20 AM, as supervision is not available until that time. A staff member at the designated areas will allow students into the building at 8:20 AM. All doors will remain locked during the school day. Visitors may only enter through the front door.

### **Arrival Locations:**

<b>Busers:</b>	Enter the building through the main entrance. Adult supervision is provided.
<b>Grade K, 1, and 2:</b>	Kindergarten Circle
<b>Grade 3:</b>	South Portico (between the gymnasium and main door)
<b>Grade 4:</b>	Main Entrance (red doors)
<b>Grade 5:</b>	North Portico (between auditorium and main door)

- Cars are **not** permitted to enter the faculty/staff parking lot at any time. This pertains to the Cody Avenue and Viola Street entrances.
- When dropping off at the front of the building, Cody Avenue, students should exit the car curbside on the east side of the street. There is no parking on the east side of Cody Avenue between the Kindergarten Circle and the bus driveway. This area is for drop-off and pick-up only.
- Students dropped off on Grove Street (directly across the flagpole) are to cross at the crosswalk with the crossing guard.
- Students should not walk through Viola Street (road facing auditorium). Buses and faculty enter and exit through this street.
- Parents wishing to park should do so legally on Cody Avenue (west side opposite the school or east side south of the Kindergarten circle) or on Grove Street.
- Kindergarten, First, and Second grade students may be dropped off in the Kindergarten Circle (driveway to the south of the building) in the morning between 8:20-8:30 AM. Drivers are **NOT** to exit their cars. Please have students exit the car quickly on the passenger side only. Aides/teachers cannot be responsible for opening car doors. Please teach your child how to remove his/her seat belt and open the car door.
- Entering the Kindergarten Circle is only permitted when traveling north on Cody Avenue (only right turn into the circle). When exiting the Kindergarten Circle, you are not permitted to make a left turn, only a right turn.

### **Arrival for before school activities:**

- Students may enter the building beginning at 7:20 AM but only through the front entrance and only if scheduled for a specific session. An adult will be there to let students in at the designated time.

- Orchestra begins at 7:20, Band at 7:30, and most other activities begin at 7:55 AM. Please do not leave your children at the school unless they have a scheduled session with a teacher. Students will be required to sign into the building and will only be allowed when activities are scheduled.

### Dismissal:

**Students will not be permitted to call home to make changes in going home arrangements. Parents must inform the school in writing of any changes to their child's dismissal routine. The preferred form (Change in Going Home Arrangements) can be found on the school website under forms. Please do not call the school to ask that your child's arrangements for dismissal be changed unless it is an emergency.**

**The school day officially ends at 2:40pm.**

### Dismissal Locations:

<b>Busers:</b>	Exit the building through the main entrance. Adult supervision is provided.
<b>Grade K, 1, and 2:</b>	Kindergarten Circle
<b>Grade 3:</b>	South portico (between the gymnasium and main door)
<b>Grade 4:</b>	Main entrance (red doors)
<b>Grade 5:</b>	North portico (between auditorium and main door)

- The Kindergarten Circle is not open for cars during dismissal. You may park and walk up to the Kindergarten Circle doors.
- **A note must be sent to your child's teacher each time there is a change to the arrangement for dismissal. If your child does not have a note, we will send him/her home their usual way. The preferred form can be found on our website listed under "Change in Going-Home Arrangements." Please try to change your child's plans by phone only in an emergency. It is very disruptive to the classroom teacher and often causes stress for the child.**
- Children not picked up by 2:45 PM will be escorted to the main office for their parents to be contacted.
- If you are picking up our child and chose to remain on school property, please understand that the school rules still apply. For example, children may not play any type of organized sport (handball, football, etc.) due to the safety of others. In addition, children should not climb our trees or equipment. Please refer to the code of conduct for more details.
- Students who are entitled to transportation may only ride the bus to which they are assigned and are not permitted to get off at any other stop
- An adult must be at the bus stop in order for a Kindergarten student to be permitted off the bus. If an adult is not present, the driver has been instructed to return the student to the main office of the school. To avoid problems, please be at the bus stop approximately five minutes prior to the expected arrival time of the bus.
- Fourth and fifth graders will be permitted to walk home without adult supervision only if the parent provides a signed letter.

### Dismissal for after school activities:

- All after school activities will be dismissed from the front entrance. Students must be met by a parent, guardian, or designated person for pick up. If your child is permitted to walk home alone, we will need a note ahead of time.

**Dogs are NOT permitted on school property at any time.**

***We are all concerned about the safety of our children and greatly appreciate your cooperation and effort to do everything you can do to create a safe environment for one another. Thank you!***