

**Glenwood Landing School
NEW Arrival and Dismissal Protocol
2018-2019**

School Day: 8:25 AM – 2:40 PM

Arrival:

School begins at 8:25 AM. Students will not be permitted to enter the building before 8:15 AM, as supervision is not available until that time. A staff member at the designated areas will allow students into the building between 8:15-8:25 AM. All doors will remain locked during the school day. Visitors may only enter if they have a scheduled appointment and through the front door.

Arrival Locations:

All Busers: Exit the buses and enter the building through the Main Entrance Door.

Walkers in Grade K, 1, and 2: Kindergarten Circle Door

Walkers in Grade 3, 4, & 5 Walkers: Main Entrance Door

- Parents/Students (in cars or walking) are **not** permitted to enter the faculty/staff parking lot at any time. This pertains to the Cody Avenue (bus driveway) or Viola Street entrance. Faculty enter and exit through the Viola Street entrance. Buses enter through the Cody Avenue driveway and exit through Viola Street. **IT IS NOT SAFE TO USE VIOLA STREET TO WALK TO SCHOOL.**
- When dropping off at the front of the building, on 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. **IT IS NOT SAFE TO PARK ON THE WEST SIDE OF CODY AVENUE AND CROSS IN THE MIDDLE OF CARS.**
- 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 and proceed to the cross walk to cross the street.

Arrival for before school activities:

- Students may only enter the building before 8:15 AM through the front entrance and only if scheduled for a specific session.
- Orchestra begins at 7:30 AM, Band at 7:30 AM, and most other activities begin at 7:55 AM, including teacher extra help. Students will be required to sign into the building and will only be allowed when activities are scheduled. Students left at school without a scheduled appointment will be escorted to the North Shore Before School program at the parent's expense.

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.**

Dismissal Locations:

The school day officially ends at 2:40pm.

All Busers: Exit the building through north portico and board buses. Adult supervision is provided.

Walkers in Grade K, 1, and 2: Kindergarten Circle Door

Walkers in Grade 3, 4, & 5: Main Entrance Door

- You may park and walk up to the Kindergarten Circle doors. Parents must remain outside of the brick wall.
- Parents/Students (in cars or walking) are **not** permitted to enter the faculty/staff parking lot at any time. This pertains to the Cody Avenue (bus driveway) or Viola Street entrance. Buses and faculty exit through this street. **IT IS NOT SAFE TO WALK THROUGH VIOLA STREET.**
- Children not picked up by 2:45 PM will be escorted to the main office for a parent to be contacted. Students not picked up by 3:00 PM will be escorted to the North Shore After School program at the parent's expense.
- If you are picking up your child and chose to remain on school property, please note that the Code of Conduct still applies. For example, children may not play any type of organized sport (handball, football, etc.) due to the safety concerns. 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. Please be at the bus stop approximately five minutes prior to the expected arrival time of the bus. If an adult is not present, the driver has been instructed to return the student to the main office of the school.

Dismissal for after school activities:

- All after school activities will be dismissed from the front entrance except the SCA After the Bell program which is dismissed from the auditorium doors. 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!