

**GLENWOOD LANDING SCHOOL**  
**Arrival and Dismissal Protocol for 2022-2023**

**Arrival and Dismissal Locations:** [22-23 GWL Arrival and Dismissal Map](#)

**Grade Kindergarten, 1 and 2:** Kindergarten Circle Door

**Grade 3, 4, and 5:** Main Door

**Arrival:** Arrival will take place between 8:20-8:30 AM. The doors will only be open for this time. Any late students will need to enter through the main entrance. Parents will say their goodbyes to their child outdoors or in the car, curbside, if a car rider. A staff member at the designated doors will allow students into the building at 8:20 AM. If your child arrives after 8:30 AM (sharp), he/she will need to proceed to the main entrance of the building to sign in late.

**Bus Riders:** Our bus loop is located at the back of the building through Viola Street. Bus riders will enter and exit the buses under supervision. Parents are not permitted in this area.

**Car Riders (Parent Drop Off):** Students should only exit the car curbside from the passenger (right) side of the car. The lane is for "Kiss and Go" only; parents must drop and go. Students should enter the building through the designated door; older siblings can enter through the younger siblings' designated door.

**Walkers (Parent Accompany):** A crossing guard will assist walkers crossing to Grove Street. Parents wishing to park and accompany their child to the school should do so legally on Cody Avenue (west side opposite the school or east side south of the Kindergarten circle, north of the bus driveway) or Grove Street and proceed to the crosswalk to cross the street.

**Dismissal:**

Dismissal will take place according to the following schedule:

2:30 PM - Bus Riders

2:35 PM - Grades K, 2, and 4

2:40 PM - Grades 1, 3, and 5

**Car Riders (Parent Pick Up):** Our car rider pick-up is in front of the building on the east side of Cody Avenue. Students should only enter the car curbside from the passenger (right) side. There is no parking on the east side of Cody Avenue between the Kindergarten Circle and the bus driveway.

**Walkers (Parent Accompany):** A crossing guard will assist walkers crossing at the intersection of Grove Street and Cody Avenue. Parents wishing to park and accompany their child from school should do so legally on Cody Avenue (west side opposite the school or east side south of the Kindergarten circle or north of the bus driveway) or on Grove Street and proceed to the crosswalk to cross the street.

**Changes to Dismissal:** Students will not be permitted to call home to make changes in going-home arrangements. If you need to make a dismissal change, please send in the [Change in Dismissal Form](#) with your child in the morning. **Please do not call the school or send an email to ask that your child's arrangements for dismissal be changed unless it is an emergency. Emails are not always read during the school day.**

**Early Dismissal Procedures (due to an appointment or illness):**

Parents/guardians must send in the [Change in Dismissal Form](#) in the morning, indicating the time for pick up. When you arrive, please ring the bell at the main door and follow the directions of the security officer. It is recommended that you avoid pick-up during recess and lunch times.

**Late Pick-Up:** 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.

**Visitors:** Only essential visitors will be permitted into the school building with an appointment. All visitors must check in with a valid driver's license or ID and follow all health and safety protocols.