

# Granville Elementary School

## Arrival and Dismissal Procedures

### General Precautions and Information

- Be your child's best example. Please be courteous and follow all safety guidelines at all times.
- No arrivals prior to 8:40 AM for students. Supervision is not provided prior to 8:40 AM.
- **Families may not gather on sidewalks or at entrances.**
- All doors to the building excluding the main entrance to the office (Sunrise Street) and the rear parking lot entrance (Granger Street) will remain locked until 8:40 AM. (The rear parking lot door is to be used by SACC students and families only.)
- The alley connecting the Sunrise Street parking lot and Granger Street will be CLOSED until January due to HVAC repairs.
- Make every attempt to notify the school office of changes to student transportation by 2:45 PM. **Any changes after 2:45 PM are not guaranteed.**
- Follow all directions from school personnel.
- Devote additional time and be extra cautious on days with inclement weather.
- We are a walking school, so please drive slowly and watch for children.

### Arrival

No before-school supervision is provided by staff prior to 8:40 AM. Please do not allow your child to arrive at school before 8:40 AM. Main doors all remain locked until 8:40 AM.

### **Bus Riders**

- Bus riders are picked up at designated locations and delivered to GES in the rear of the building (Granger Street parking lot).
- Students will enter through the breezeway doors or through the doors adjacent the gymnasium. Students in the kindergarten building will walk directly there.
- Please visit the Transportation page of the Granville Schools website ([www.granvilleschools.org](http://www.granvilleschools.org)) for further information about bus transportation.

### **Biker Riders**

- Biker riders may arrive at 8:40 AM and immediately enter the building to go to class.
- Bikes should be securely placed in bike racks near the Granger Street parking lot.
- Bike riders may enter through the breezeway doors or through the doors adjacent the gymnasium.

### **Walkers**

- Walkers may arrive at 8:40 AM and immediately enter the building to go to class.
- Walkers should enter through the doors next to art room on Granger Street or directly to the kindergarten building.

### **Car Rider Drop-off (Sunrise Street Entrance Only)**

- Car rider drop-off begins at 8:40 AM at the Sunrise Street entrance only.
- Pull your vehicle as far forward into the unloading zone along the curb as traffic allows. The unloading zone is marked with a thick blue line. Drivers may drop off students along the entire length of the unloading zone.
- **Students should unload from the passenger side of the vehicle only.**
- Drivers should remain in the vehicle and keep the driver's side door closed.

- Have all materials including backpack and lunch ready before your student exits the vehicle.
- Once your student has exited the vehicle, please immediately pull away. Staff will supervise students as they enter the building.
- Do not unload students in the parking lot without direct adult supervision.
- The left lane of the Sunrise Street loop directly in front of the building is reserved for thru-traffic only. Do not park in the left lane.
- Students in the kindergarten building will gather with a staff member in the gym and be escorted to their classes.

## **Dismissal**

The dismissal process begins at 3:35 PM. Please remember that all transportation changes must be submitted to the school office through a signed note, email from a parent/ guardian, in person, or through a phone call. **Make every attempt to notify the office of these changes by 2:45 PM. Any changes after this time are not guaranteed.**

### **Bus Rider Dismissal**

- Buses arrive at GES in the Granger Street parking lot in two phases.
- Students will be dismissed as their wave of buses arrives.
- Teachers will escort students out of the building. Staff, including drivers, will be outside to assist with monitoring student loading.
- Buses are dismissed once all students are loaded.

### **Biker Rider Dismissal**

- Bike riders should exit through the walker door on Granger Street.

### **Walker Dismissal**

- Walkers should exit through the Granger Street doors.
- **The Secure Student Pickup App is required for walker dismissal.**

### **Secure Student Pickup**

- [Click here](#) for information about accessing the Secure Student Pickup App. An additional FAQ can be [found here](#).
- **SSP is required for both walkers and car riders.**

### **Car Rider Pick-up Dismissal (Sunrise Street Entrance Only)**

- **All students being picked up at the very end of the day, including those with classes in the kindergarten building, will follow this protocol.** Kindergarten students will dismiss from the same location as others.
- Once you arrived at the SSP stop sign, please log in to the SSP App and indicate you have arrived.
- Pull your vehicle as far forward into the loading zone along the curb as traffic allows. The loading zone is marked with a thick blue line.
- If your student is not available at the time of your arrival, you may be asked to park in the lot to expedite the remaining cars in the pick-up line. Your child will then be escorted to you.
- Once your child has entered on the passenger side of the vehicle, please exit the car line. Please encourage your child to enter the vehicle and buckle up quickly so that we may keep the car line moving.
- **If your child requires assistance safely buckling in the vehicle, requiring an adult to exit the vehicle, please park in the Sunrise Street parking lot and enter the building with your ID to retrieve the child.**

### **School-Aged Child Care (SACC)**

SACC will now be provided by Love and Learning Child Care. Please contact Love and Learning Child Care for scheduling, payment, and other information related to SACC.

#### **Arrival**

- Students may arrive for SACC no earlier than 6:30am and will enter through the doors adjacent to the gymnasium (accessible through the Granger Street parking lot).
- Students will go directly to the multipurpose room.
- Follow procedures as provided by Love and Learning Child Care Center.

#### **Dismissal (End of the Day)**

- Students will leave the classrooms after bus dismissal and head directly to the gymnasium.
- Once the multipurpose room is clear of car-riders, students will relocate to the multipurpose room.
- Parents will still retrieve students from the multipurpose room using protocols established by SACC.