



Arrival/Dismissal Guidelines

Arrival Guidelines: Times & Doors

Students may arrive as early as 7:45 a.m. in order to prepare for first-period class beginning at 8:05 a.m. Students may enter through the main doors.

The main door will be locked at 8:05 a.m., so students arriving after 8:05 a.m. must ring the bell at reception to enter the building. Students arriving at or after 8:05 a.m. must also sign in at the receptionist desk and receive a pass from the receptionist before continuing to class. *If your student is in the 3rd grade or below, if they are late, you must walk them down to the elementary office.*

Traffic Flow & Disembarking

- Families may disembark their children in front of the school. Traffic flow is one way.
- There are 11 unloading spaces, please pull up to the farthest space to allow for as many cars as possible to disembark students.
- Please do not pull into a visitor parking space. This slows down the flow of traffic through the line.
- After disembarking, please follow the U-lot to exit onto Service Road 9802 by taking a right
- *Preschool and Pre-K families are asked to park behind the school and walk their students to the back door.*

Dismissal Guidelines

Times, Doors, & Waiting Areas

The school day will end at 3:20 p.m., at which point the dismissal tone will sound.

- Parents and Guardians, please have your dismissal number displayed on your dashboard so that we can call your student to line up in the dismissal area.
- K-8th Students are to report to the designated dismissal area and wait until their parents or carpool arrive. They must not leave the dismissal area until that time.

Traffic Flow & Loading

Dismissal poses a special challenge because many parents arrive before the actual dismissal bell, thus needing a place to park while they wait. We want to avoid traffic backing up on Cedar Green Road or into The Center's parking area.

1. Please enter from the main GCS entry off of Cedar Green Rd. Please drive up to the backstop fence and make a U-turn to line up. (See diagram.)
2. Please remember that the dismissal bell rings at 3:20 p.m. on full days and at 12:20 p.m. on early-dismissal days. US students will generally not be in the dismissal area until a few minutes after the dismissal time.
3. When you enter the pick up zone, GCS personnel will be available to assist you in embarking your student(s). Please carefully follow instructions from GCS personnel in order to help ensure a safe and orderly dismissal process for all.
4. Please consider delaying your arrival at school a few extra minutes to help "spread out" the dismissal process. Your arrival any time between approximately 3:21 and 3:35 p.m. is appropriate.