



5720 Drake Road
Greensboro, NC 27406
(336) 674-4325

2023 – 2024 Arrival and Dismissal Procedures

K-5 Arrival Procedures: When dropping your child off in the morning, please form one line and drop your child(ren) off in the lane closest to the building. In the interest of safety, do not pass other cars in the car line or walk your child to the front door.

We will have staff members to direct you as to when to stop to drop off your child(ren) at the designated colored pole. They will motion for you to pull up as far into the designated area as you can before allowing your child(ren) to exit your vehicle. Please watch for their signal to move up into the space.

Our school staff is not on duty until 7:00 a.m. when the school day begins. Parents may NOT drop off students on campus before 7:00 am. Please make sure your child has their belongings and One Card on so that they are ready to go when you stop.

Tardy Procedures: When your child arrives at 7:25 a.m., walk your child to the office and check in with office staff. The office staff will take their attendance and lunch order for the day.

Classroom Appointments: In order to protect instructional time, parents will need appointments to visit classrooms. Please schedule and confirm with your child's teacher at least 24 hours in advance.

Dismissal Procedures: When picking your child(ren) up in the afternoon, the line will start at the designated sign. For safety and efficiency, you will need to display your child's car tag on your windshield. This will allow us to load more cars and keep the traffic flow moving. Your child will be dismissed to color pole. Continue to follow the dismissal line and flow of traffic. In doing so, you will stop at the corresponding pole where your child is standing.

Early Departure for Appointments: When picking up your child earlier than the dismissal time of 2:00 p.m., arrive by 1:40 p.m. and send a handwritten note to your child's teacher or a phone call to the front office staff. Class Dojo messages are not an acceptable form of communication for transportation. In doing so, we can ensure your child is prepared to leave upon your arrival. Park and come to the front office to sign your child out and pick them up. Due to traffic congestion and the safety of our students and staff, if you arrive after 1:40 p.m., you will need to join the car rider line to pick up your child.

Change in Transportation: When your child is to be picked up or go home with another child's parent, notify the front office by phone by 1:00 p.m. This only applies to car riders as students may not make bus changes due to GCS policy.

Your patience is very much appreciated as we work to get your child(ren) dropped off and picked up at school safely. With your help, we will be able to keep our parent pick up area moving safely and efficiently.

Pre-K Dismissal Procedures: Pre-K students will be dismissed at 1:55 p.m. Parents need to park in a parking spot and meet their child at the Pre-K doorway in order to exit the school campus by 2:00 p.m. before K-5 dismissal begins.

If a parent also has children in K-5, park in the car rider line and walk to get your Pre-K child. Return to your car to go through the car rider line prior to 2:00 p.m. To ensure your safety, do not walk across the parking lot during dismissal. Stay in the car rider line to pick up your other children.