



# Elementary Drop-off/Pick-up Procedures

## General Information

- All students who are car-riders are released from classrooms to the cafeteria at the end of the day.
- Students will be supervised in the cafeteria by a GLSD staff member(s), 3 staff members will be outside during the afternoon (one at each gate), 1 staff member will be the 'caller' who calls the name of each student as indicated by the sign in the car window. Students will be directed students to the correct gate based on the order their car is in line.
  - Staff members who are assigned to a gate will open the car door to allow students to enter or exit the vehicle. Parents should not exit the vehicle. If students need assistance buckling in, parents should pull forward and park near the fence/dumpster area to assist with buckling. This will help to prevent delays in the sequence.
- One GLSD staff member will be assigned to 'walkers.' Students who walk home should be sent to meet the person on duty at the front vestibule. The staff member and students will exit through the front entrance and walk down to the crossing guard. Once students have crossed and are on their way, the staff

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member is then released from duty. No students who walk home should leave the building from any other exit.

- Parents should display their child's first and last name on the right side of the windshield on a GLSD carpool tag. Carpool tags will be sent home during Open House or on the first day of school. Replacement tags can be requested by contacting Kim Bond at [bondk@glsd.k12.wi.us](mailto:bondk@glsd.k12.wi.us) or 920-294-6411. Please allow 24 hours for the completion of the tag. Once prepared, tags can be picked up in the school office or sent home with the student.
- Students are not to be dropped off or picked up in locations other than the designated gates.
- Parents are not to park and bring their child/children into the building unless they are late or picking up before 3:10. If a parent has business in the building, they should drop their child off using the carpool line procedures, park in the parking lot (high school side of the building or at the Federated Church,) and then come into the front office. **One family will be allowed in the front office at a time.**
- If students are late, parents should park in one of the parking lots and walk their child/children to the office to sign them in. Parents will not be permitted to walk students down to the classrooms. A GLSD staff member will escort late students to their classrooms, if necessary.
- During afternoon pick-up, vehicles should not begin to line up on North Street or Mill Street until 3:15. If arrival time is before 3:15, please park in a parking lot until 3:15 and then begin lining up.
  - Street parking is not permitted during drop-off and pick-up times.

## Morning Procedures

- Staff will be on duty daily to ensure safety and a smooth flow to the carpool line.
  - The building is unlocked at **7:45 AM**. Please do not drop children off to wait unattended outside.
- Pull forward to the farthest carpool station/gate to unload your child. This allows the use of the entire carpool lane for drop-off, making the process move quickly and efficiently.
- Once your car comes to a complete stop wait for a GLSD staff member to open the door of your vehicle for your child to exit.
- Students are to exit vehicles from the passenger side only. Please do not allow

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your child to exit on the driver's side of the vehicle. Exiting into the traffic lane puts children at risk.

- At no time should students be dropped off on side streets, such as Mill Street, that surround our campus.
- Please adjust your schedule as needed to ensure that your child has adequate time to get from the drop-off area to class at least several minutes ahead of 8:00 AM to allow time for unpacking/getting settled.
- The Instructional Day begins at 8:00 AM. Parents arriving at 8:00 A.M. or later should park in the parking lot and walk their child/children to the office. Students arriving after 8:00 AM are considered tardy and need to be signed in by a parent or guardian in the main office before proceeding to class.

## Afternoon Procedures

- Staff will be on duty daily to ensure safety and a smooth flow to the carpool line.
- All students are dismissed at 3:15 PM. Please display your carpool tag on the right side of the windshield so it is easily visible to staff. Drivers arriving without carpool tags must show a photo ID so our staff can verify that we have permission to release the student to that person unless visually identified by GLSD staff.
- Students may only enter the vehicle on the passenger side. Please prepare your vehicle ahead of time. It is not safe to allow children to walk around a vehicle into the traffic lane to load on the driver's side.
- Pull forward to the farthest carpool station/gate to load your child. This allows the use of the entire carpool lane for pick-up, making the process move quickly and efficiently.
- Once your car comes to a complete stop wait for a GLSD staff member to open the door of your vehicle for your child to enter the vehicle. Students are expected to buckle themselves in. If your child needs assistance buckling themselves in, please pull forward (without entering the main street), park, and then assist your child.
- At no time should students be picked up on side streets, such as Mill Street, that surround our campus.