

Grahamwood Elementary Drop off and Pick up

Managing the arrival and dismissal of our Grahamwood students can be a significant challenge at the beginning of a new school year. In effort to help, we, the Grahamwood PTO, have compiled the following directions based upon our collective experience over recent years. Please note these are our suggestions and experience as parents and, although we believe these instructions are accurate, they may not reflect the specific procedures of Grahamwood Elementary; therefore, if there are any discrepancies with our suggestions and any information you receive directly from teachers or staff of Grahamwood, please differ to the school's policies.

Please note the doors open in the morning at 8:00 a.m. Grahamwood classes begin at 8:15 a.m. Your child will be considered TARDY if he/she is not in his/her classroom at 8:15 a.m.

If your child arrives after the 8:15 a.m. bell, you will have to walk your child in to the school office and sign them in. Students in the main building must be signed in at the main office, students in the 2nd grade building must be signed in at that building. You will need to present valid photo identification to the office staff in order to enter the school.

Please refrain from using cell phones during pick up and drop off times.

Breakfast is available for all students attending Grahamwood – FREE of charge – beginning at 7:45 a.m. Students eating breakfast enter the main building at the front entrance nearest the cafeteria or back entrance nearest Summer and Graham intersection.

At the beginning of the year (likely the first day), your child's teacher will ask you how your child is going to be picked up in the afternoon. All students attending Grahamwood will enter/exit the school in one of three ways:

1. Car pick up in "the circle" on the Summer Avenue/main entrance side of the building;
2. Front/Back door "walker"; or
3. Car pick up in the Graham Street loop/parking lot.

If you need to change the designated way your child is picked up from school during the year, you must let your child's teacher and the school know in writing.

Morning Drop-Off:

Vehicle traffic in “the Front Circle” off Summer Avenue:

Before 8:30 a.m., there is NO PARKING in the circle driveway off Summer Avenue EXCEPT for those who require handicapped parking. Handicapped parking spaces are designated. No other vehicles are permitted to park in the circle during morning drop-off.

Cars must enter the driveway near the Summer/Graham intersection, and proceed in an orderly fashion to drop off students. Staff members will be present in the circle driveway area to direct traffic, welcome your student(s), and assist with opening car doors, etc.

Students should exit the vehicle on the right side of the vehicle. It is recommended that you have your child ready to exit your car upon pulling up to the curb. Say goodbyes in advance do not put backpacks, lunches, etc in the trunk. Have everything ready with our child.

In order to give all students a chance to arrive to class on time, traffic must be kept moving at a steady pace. Please do not pull out of the car line and cut in front of other vehicles after your child exits your vehicle. Please use your blinkers – this helps the other drivers and staff members directing traffic. Right blinker will let them know you are waiting to drop off, and left blinker that you are ready to exit.

Vehicle traffic in the Graham Street loop/parking lot:

Vehicle traffic must form a line beginning on Graham Street, turning right into the parking lot. Please see the map. *Cars are strongly discouraged from turning left into the parking lot from Graham Street* due to traffic volume and walkers.

Vehicles will follow the line to the entrance with the awning/overhang closest to Graham Street. Staff members will be present in the drive area to direct traffic, welcome your student(s), and assist with opening car doors, etc. Please do not exit your vehicle during this time. Please do not pull out of the car line and cut in front of other vehicles after your child exits your vehicle. Vehicles will proceed in the line and exit the premises by turning right onto Graham Street.

Walker Drop-Off:

Parents are permitted to walk their student(s) to the Summer Avenue or Graham Street entrances for drop off; however, parents are not allowed to enter the school for drop-off after the first week. ***Parking on Summer Avenue at any time is strongly discouraged and the police have informed us that they will begin ticketing those parked there at random.*** Parents are encouraged to park on adjoining neighborhood streets, while respecting neighborhood driveways and obeying the crossing guards.

Afternoon Parent Pick-Up:

These guidelines apply to both main building and 2nd grade building students.

- Due to the size of the school, students are dismissed on a staggered schedule. Kindergarteners are generally dismissed between 2:50 and 3:00 p.m. Older student dismissals range from 3:05 – 3:15 p.m. Your child's teacher should be able to provide his/her specific dismissal time.
- Please note waiting for and picking up students inside the school is not permitted.
- Dismissing students through the office in order to avoid waiting in line is also not permitted. Early dismissal for the day ends at 2:30 p.m.

Car Pick-Up in "the Front Circle" off Summer Avenue:

The line for Front Door pick-up in the circle begins on Summer Avenue near the intersection with Graham Street. The line will back up west on Summer Avenue for several blocks and proceed through the intersection with Graham Street, with some cars merging into the pick-up line from Graham Street. Please see the map. For your safety while waiting, please observe all stop signs, traffic lights and speed limits, and do not block neighborhood or business driveways.

Your child will be released from the door at the main office entrance. You will drive up, tell a staff member your child's name and the staff member will call your child to the vehicle.

If your child is a Kindergartener and a Front Door Pick-Up, you will have to get out of your car and pick them up. A staff member will escort them to the front awning and wait with them. They will not allow your child to leave until they see you and acknowledge that you are picking up your child.

Car Pick-Up in the Graham Street loop/parking lot:

Vehicle traffic must form a line beginning on Graham Street, turning right into the parking lot. Please see the map. *Cars are strongly discouraged from turning left into the parking lot from Graham Street* due to traffic volume and walkers.

Walker Pick-Up:

Walkers are picked up at either the Front Circle Summer Avenue entrance or back of the main school building off the Graham Street loop/parking lot, as well as near the entrance to the new building (this is the door where the stairs are located).

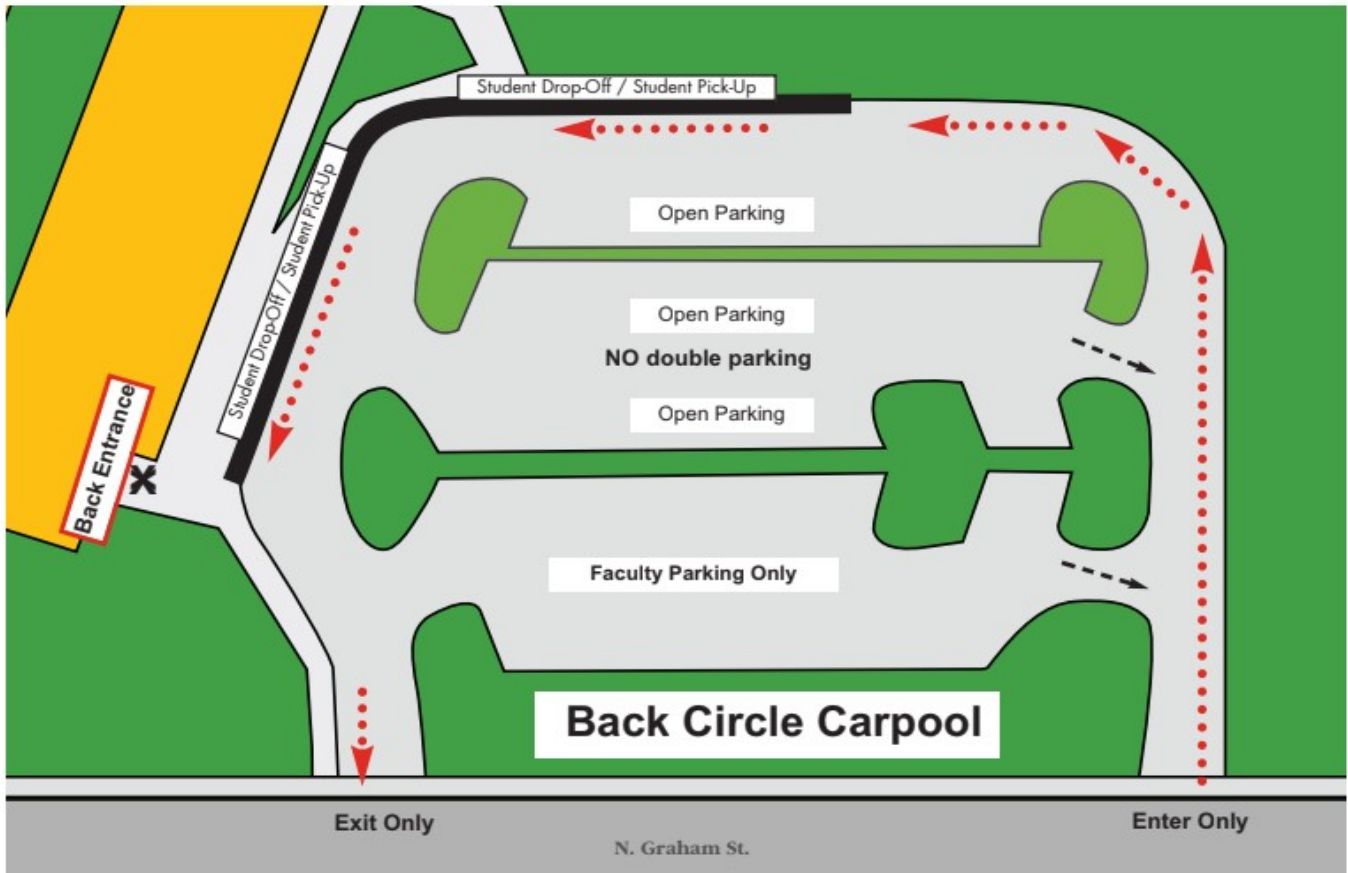
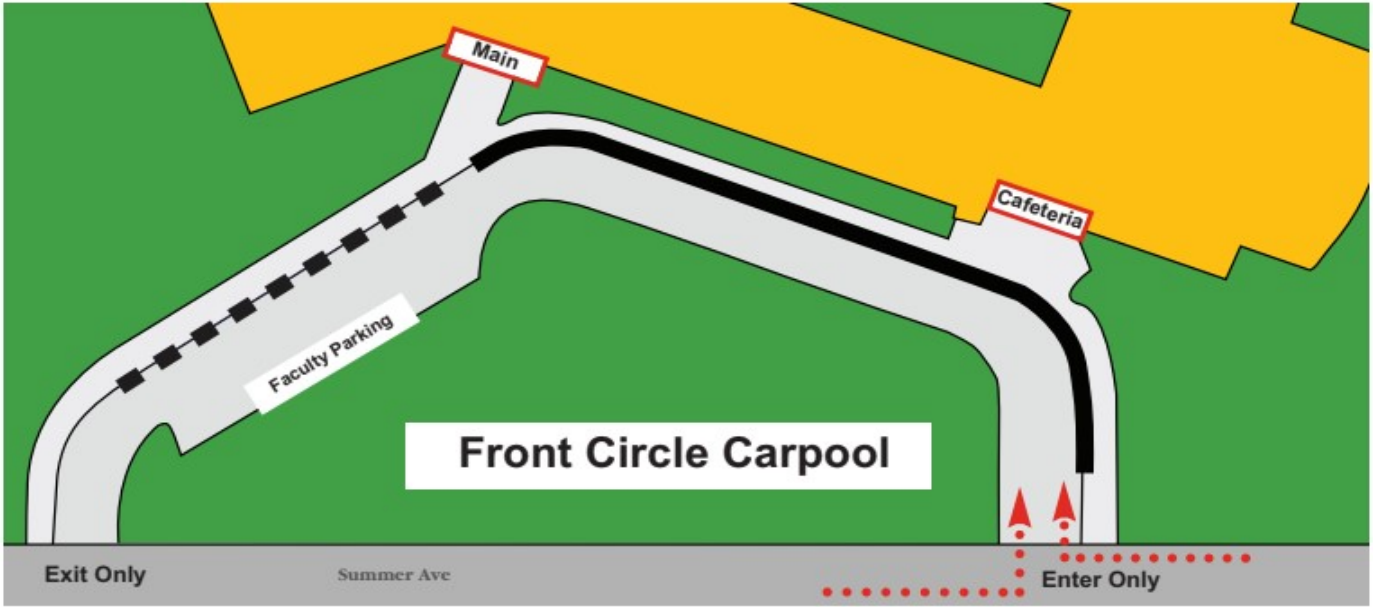
Front Door Walkers will be released from either door at the front of the building.

Back Door Walkers will exit the main building at the back door near the stairs.

Back Door Kindergarten walkers will remain inside the building until released directly to their parent. Parents will form a line at the back door near the stairs. The doors remain locked and parents are not permitted to enter the building. At dismissal, a Kindergarten teacher will open the door and ask for the name of the student you are picking up then call for your child. (Please notify your child's teacher in advance if another person will be picking up your child on occasion.)

1st and 2nd Grade Back Door Walkers will be escorted out of the building with their class and wait in their designated spot with a teacher until their parent arrives. Your child's teacher will advise of the specific location.

3rd - 5th grade Back Door Walkers will be released at the back door nearest the stairs where you can walk up to meet them, or your child can walk from there to wherever they are supposed to meet you.



Grahamwood Elementary Parking and Carpool Guide

