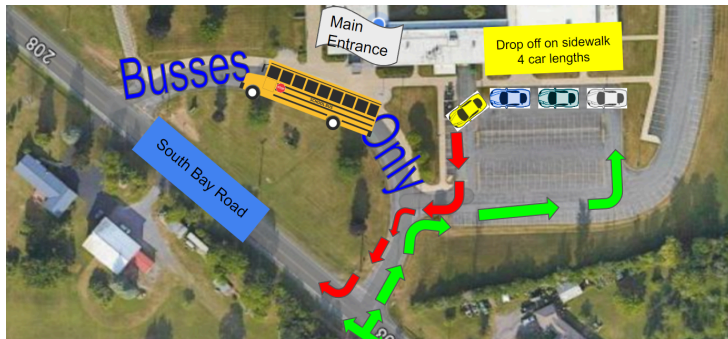


## Student Drop-Off at GRMS

Families are encouraged to take advantage of transportation provided by the district. If you must drop your student off for any reason, we ask that you familiarize yourself with the following procedures. Student safety is our top priority. Failure to follow these procedures can create a dangerous situation for students and other drivers. Please be patient as our lot is very congested at this time of day.



Students may enter the building at 7:45 am only if they are eating a school breakfast. Students not participating in the breakfast program must remain outside until 8:00 am. Students that enter after 8:10 will be marked tardy and will need to sign in at the attendance office.

Drivers may enter from either side of South Bay Road and turn right into the parking lot. Drivers should continue around the outside perimeter of the parking lot and pull up adjacent to the sidewalk. Students should exit as soon as you are safely stopped at the sidewalk. Unloading quickly will help to expedite the drop off process and ensure that students are in class at the start of the day. Approximately four cars can unload at once.

Students will make their way on the sidewalk to the main entrance, where they can wait under the covered entryway. Vehicles will exit the parking lot and turn left into the bus circle. Vehicles must turn right onto South Bay Road between 7:45 and 8:15, as indicated on the sign.

## Student Pick-Up at GRMS

Parents and guardians may enter the building at 2:30 for pick-up. Anyone picking up a Gillette Road student must have a valid form of identification or have a daily pick-up pass on file and must be indicated as allowed to pick up the child in our information system. You will check-in either at the security window or the attendance window located just inside the front door. Once you have checked in, you will make your way to dining room A and sign the student out.

**Students will be released from their classroom at 2:45** and will meet you in the dining room.

If you are planning to pick up your child from school on a regular basis, we will create a daily pick-up pass for you. This will take some time up front, but will expedite the process for the remainder of the year. Please bring your ID to our school security guard so that he can create this pass for you. He will be available to create these passes from **8:00-11:00 AM and from 1:00-3:00 PM on Tuesday, September 3** or on the first few days of school.

If you pick-up on an occasional basis, please send your child to school with a note indicating that you will be picking them up at dismissal time on that day and bring your ID with you.

Vehicles must exit the school by turning right onto South Bay Road between 2:30 and 3:00 pm, as indicated on the sign.

Thank you for your cooperation!