

IMPORTANT MEMO REGARDING ARRIVAL AND DISMISSAL PROCEDURES

Dear Glover Families,

With over 600 students, we ask that arrival and dismissal procedures be adhered to in order to keep students safe and minimize disruptions to learning. A high volume of early dismissals can lead to interruptions in classroom learning. In order to minimize disruptions, the following procedures are in place:

Early Dismissal:

Request for early dismissal should be submitted in writing to your child's teacher. If dismissal plans change **after the school day begins**, parents/guardians must call the main office. Teachers may not be able to check email and all dismissal changes should be made through the main office.

Parents/guardians must come to the main office to sign their child out of school. Anyone dismissing a student must show proper identification. Anyone other than the child's parent/guardian **MUST** be on the emergency release sheet to dismiss a student. Children will be called down to the main office for early dismissal. Without notification, students will not be dismissed between 3:00-3:19 unless there is an emergency.

Messages Regarding Adult(s) Picking Up Students:

Parents/Guardians who want a student(s) to be released to an alternate adult should notify the teacher and office staff (via email or note). Office staff emails are listed on the bottom of this memo. All adults must be prepared to present a state-issued ID to office staff.

Main Office and Building Access Protocols:

We value a strong community presence here at Glover but balance this with the importance of ensuring student safety at all times by closely monitoring access, entry, and movement of all adults around the building. In order to ensure student and staff safety, please adhere to the following procedures:

1. All adults/visitors must use the main entrance of Glover School. Entry through any other door during the school day (8:50-3:19) is prohibited. Only students and employees may enter the building through entrances other than the main entrance.
2. During the school day, guests must ring the doorbell to gain access to the vestibule and once again to gain access to the school. Office staff must be able to clearly see your face on the camera before you gain entry.
3. All adults who plan to stay in the building should give the office staff a valid state-issued ID so that a Visitor's Badge can be printed. All adults without a badge will be asked to immediately return to the office to receive one. Badges must be visible at all times.
4. All adults must sign in on the Visitor's sheet located in the main office. Upon leaving, guests should sign out and return their badge to office staff. Guests should always exit through the main entrance unless escorted by an employee to a different exit in the building.
5. All adults who stay in the building need a CORI form on file. CORI forms need to be filled out through the office.

Arrival and Dismissal Procedures:

- **Arrival Plan:** Glover hours are 8:50am to 3:19pm. Student should arrive between 8:35am to 8:45am. Students who arrive before 8:35am are not supervised by staff. Upon arrival, students will travel to their classrooms where they will wait outside of their classrooms at their lockers until 8:50. Kindergarten students will go directly to the cafeteria where they will be greeted by staff. Staff will monitor hallways, doors, and entry/exit from building. **To ensure we are efficiently using time on learning and providing the safest environment for our students, we do NOT allow parents to accompany students to their classrooms during drop off.**
- **Dismissal Plan:** Dismissal takes place at 3:19 pm. Bus students will convene in the cafeteria and be escorted to their buses. Students will be dismissed in a staggered fashion method of departure.

Car Drop Off/ Pick Up

- **Curbside Drop Off/ Pick Up** - Cars must enter through the main parking lot **Entrance "1" (closest to Brook Road)** and proceed through the parking lot to the curb at the end of the footpath. To ensure the safety of all students and the efficiency of circulation on Canton Avenue, this is strictly a car drop off and pick up area. **Parents should pull as far forward as possible, and most importantly, remain in the car at all times. No driver, passenger or student should EVER exit the driver's side doors.** Parents/guardians who wish to exit their vehicles should park in the parking lot and then exit from the parking space with the car turned off. Cars will not be able to park along Brook Road to drop children off. The Turner's Pond parking lot is not accessible during drop off and pick up. Please do not idle your car for long periods of time.
- **Flagpole/Walkup Drop Off/ Pick Up** – At arrival, parents/ guardians who wish to park and walk up with their children must park in the main parking lot. At pick up, parents/guardians should not wait in their vehicles for their students. Parents/guardians should either enter into the live drop off/pick up line or park and meet their child/ren at the flagpole. The school does not provide supervision near or at the Turner's Pond lot.

Buses: Buses will use **Entrance/ Exit "2"** (closest to and across the street from Whitelawn) and drop off/pick up students at the side parking area. To ensure the safety of ALL students, teachers will escort students to and from buses. For information regarding bus pick up/drop off locations, please contact Rachel Schewe at bus@miltonps.org or by calling 617-696-5040, extension 5510.

Walkers/ Bikers: Walkers and bikers must use crosswalks with the assistance of the crossing guard to cross at the intersection of Brook Road and Central Avenue. Fourth and fifth grade students can receive written permission to walk/ bike independently to and from school. Permission slips, which include specific bike safety rules, can be found in the main office. Permission slips **must** be signed and returned in order for students to walk/bike independently to and from school. If younger siblings are going to walk independently with older siblings, it must be denoted on the permission slip. If your child is walking independently with a neighbor or friend, it must also be submitted in writing by both parties.

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