

# **Drop Off and Pick Up Reminders**

## **AM Reminders**

**Supervision will be outside at 7:20 AM. Please do not drop off or send your students prior to 7:20 AM. First bell rings at 7:30 AM. Please make sure your students are at school by 7:40 AM or they will be marked tardy. Late arrivals must be signed in at the main office by an adult.**

Walkers and Bikers: (Door #6)

- Students should walk or ride their bikes to the PACE entrance/exit (Door #6).
- Students should park their bikes and wait to be let into the school building.

Drop Off Students: (Door #3)

- **ALL** students being dropped off by parents should be dropped off by Door #3 in the circle driveway on St. Augustine Street - **NOT** by Door #6.
- When driving in the circle driveway, please only use the lane closest to the building when dropping off students.
- When dropping students off, please pull all the way ahead to the flags in front of Glenbrook.
- Students should be ready to get out of the vehicle as soon as it comes to a stop in the lane closest to the building.
- Please **DO NOT** drop off students in the far lane or parking lot area and have them cross traffic in the circle driveway in front of Glenbrook. This is not safe for students and drivers.
- Please **DO NOT** pull in front of other vehicles when waiting in the drop off line. This is not safe for students and drivers.

With everyone following drop off procedures, it will make arrival safer and quicker for all students and families.

## **PM Reminders**

**The end of day school bell rings at 2:48 PM. Students will be dismissed at that time.**

**\*\*\* If you need to make alternative arrangements for the end of the day routine (pickup, bus, walk, etc.), please make sure to call the Glenbrook Office 822-6100 at your earliest convenience to make sure teachers and students are notified in a timely manner.**

Walkers and Bikers are released through Door #6 (PACE Doors).

Pick Up Students are released between Door #3 and Door #2 (circle driveway).

- **ALL** students being picked up by parents should be picked up between Door #3 and Door #2 in the circle driveway on St. Augustine Street - **NOT** by Door #6 on Front Street.
- When driving in the circle driveway, please only use the lane closest to the building when picking up students.

With everyone following pick up procedures, it will make departure safer and quicker for all students and families.