



GREENVILLE ELEMENTARY SCHOOL

PHONE: 540-422-7570 FAX: 540-422-7589

SCHOOL HOURS: Full day: 8:35 a.m. – 3:20 p.m.

Half day: 8:35 a.m. – 12:30 p.m.

MORNING DROP-OFF:

Doors (entrance A2) open for students to be dropped off each morning at **8:15 a.m.** These doors for student drop-off close at 8:30 a.m. each morning. After 8:30 a.m. student must be escorted to the front office and signed-in to receive a tardy pass.

TO REPORT AN ABSENT OR TARDY STUDENT:

Call **GES at 540-422-7570**. We encourage parents/guardians to report an absence by 9:00 a.m. the day of the absence. Voice mail is available on the phone line for any before or after school hour phone calls.

If the Attendance Office is not notified by 9:00 a.m., the parent/guardian will receive a telephone call and text message email from the School Messenger Phone System regarding the unexcused absence. If you receive this automated message, please take a few minutes to call the school to confirm the absence. Your student's absence will not be marked as excused if we do not hear from a parent/guardian.

TARDIES:

Students who are not in their classroom before the tardy bell rings at 8:35 a.m. are considered tardy to class and must be signed in by a parent/guardian in the Front office. If you drive your child to school, please plan accordingly.

CHANGE IN DISMISSAL:

- Please complete the on-line Change of Dismissal Form (found on front page of GES website).
- Please complete a dismissal change for **each** of your children.
- For the safety of our students we **MUST** have verification from a parent or guardian for all dismissal changes.
- If your child is to go home with another student – **BOTH** children must have an on-line dismissal change form completed. This will ensure that both sets of parents are aware of the plans.
- Please contact the office regarding any unexpected emergencies that may affect your child's dismissal.

EARLY DISMISSAL:

- As a courtesy, if your child needs to leave before 3:20 p.m., **please complete the on-line Change of Dismissal Form (found on front page of GES website)**.
- Parents must sign children out in the front office for early dismissals.

- Please do not call the school and ask for your child to be dismissed from class before you arrive to pick him/her up. We will call down to the classroom for your child to be dismissed once you have signed him/her out in the front office and we have verified your identification using your driver's license.
- Please be aware that the Attendance Office will only allow your child to leave with a parent/guardian unless a change of dismissal form was completed indicating someone other than parent/guardian.
- If another individual is to pick your child up from school early we need a Change of Dismissal Form for your child. Please remind the individual to bring in their photo ID when they come in to sign out your child.

PARENT PICK-UP (located in the gym – door entrance B5):

- We offer parent pickup for families that need to pick up their children at dismissal.
- **Please complete the on-line Change of Dismissal Form (found on front page of GES website)** requesting that your child go to Parent Pick-up at the end of the day.
- Bring your photo ID in with you to sign your child out of Parent Pick-up.
- If another individual is to pick your child up from Parent Pick-up we need the name of the person picking up your child to be included in the Change of dismissal on-line note. Please remind the individual to bring in their photo ID when they come in to sign out your child.
- You may enter the multi-purpose room/gym from the side entrance of the school, once the dismissal bell has rung. Your child will be dismissed at this time. Please do not come to the front office to sign your child out from parent pick-up. Any child called down to the front office to be signed out at the end of the day before the dismissal bell rings, will be marked "Early Dismissal".

FAST PASS (everyday pick-up – application required through Mrs. Kelly, AP):

- **This program is for parents who plan to pick up their children on a regular basis every day of the week, Monday through Friday.**
- The Fast Pass lane is located at the second entrance (A2) of the school.
- Please be cautious and aware of your surroundings when driving through the Fast Pass lanes as we have many students, teachers and staff exiting the building at this time.
- Once enrolled, parents will receive and should display the "fast pass" number on the rear view mirror of their car in the pick-up line. Students will have a corresponding number which will be zip-tied to their backpack. Students will be sent to the car with their corresponding number as parents drive through the parent pick-up lane.
- Pick-up is between 3:20 – 3:35 p.m. If parents forget their number or if the student number is lost, parents will have to come in to the multipurpose room and show identification to sign out their child through Parent pick-up.
- The last week of school we will be collecting the decals and giving out temporary signs, so that we can collect all materials back in.
- Please contact Mrs. Kelly, our Assistant Principal, at skelly@fcps1.org for information on signing your students up for Fast Pass.

It is preferable that all dismissal changes are received by 9:00 a.m. but no later than 2:30 p.m. via the on-line form on the GES website. Should an emergency arise, please contact the office at 540-422-7570.