



Gate City Charter School for the Arts Arrival and Dismissal Procedures

Arrival:

- The GCCSA Main Office Hours are 8:00am-3:30pm.
- Student Drop-Off Time for K-8th grades begins at 8:20am.
- Class instruction begins promptly at 8:35am.
- Arrival after 8:40am will constitute a tardy.
- Tardies accumulate, and once they reach the set threshold, they will be recorded as an absence. Chronic tardiness will require a problem-solving team meeting with staff and family, and the student(s) when appropriate.

For their safety and due to lack of appropriate supervision, students may not be dropped off earlier than 8:20AM.

Student Drop-off Procedure:

1. To ENTER the parking lot: please only use the entrance on Henry Clay Drive (opposite YMCA). Please drive cautiously and slowly!
2. Stay to the left as you come into the parking lot.
3. When there is space, pull up to the carpool lane on the right at the main entrance.
4. Only the student(s) is to get out of the vehicle on the right (passenger side) and walk on the grass up to the entrance (if there is a line).
5. No parking in the carpool lane - students must be ready with items and move swiftly.
6. Never pass cars in the carpool lane.
7. All students will enter through the front door/main entrance.
8. If you need to escort your Kindergartener (for the first two weeks only), or a new student, into the facility, please park in a designated parking spot.

Dismissal:

- M,T,TH,F dismissal takes place at 3:00pm.
- Every Wednesday (except the very first one) is an early dismissal at 1:00pm.

Please make every effort to arrive at dismissal on time. If you will be unavoidably late, please call to notify the GCCSA Main Office 603-943-5273 as soon as possible. If drivers are consistently late, the school administration will request a meeting to discuss alternatives. If, for unusual and extenuating circumstances, you are unable to reach the school for pick up before 3:30pm, it is required that a parent or guardian communicates directly with a staff member and makes every effort to find alternative pick up options. The GCCSA Main Office is closed promptly at 3:30pm.

Authorization

A note with a parent's signature or parental/guardian email should be sent to chameleons@gccs-nh.org or presented in the GCCSA Main Office before 2:30PM (aside

from emergencies). Students will not be released to drivers whose names are not on the authorized pick-up list in ALMA (please be sure to activate and update your account on a regular basis.) or who are not mentioned in a dismissal note. The note must state the driver's name, their vehicle make, and color if they do not have a student named car sign.

Early Pick-up:

Every instructional minute is valuable to your child's educational success. We ask that early pick-up be limited to emergencies and doctor appointments only. Please notify the front office in advance of any early dismissal 603-943-5273.

- Pick-up can **only** be done at the GCCSA Main Office.
- Students will be waiting inside the main building until authorized dismissal.
- Students are to remain in the building.
- A note, email or phone call must be received by the GCCSA Main Office prior to pick-up 603-943-5273.
- The pick-up person **MUST** be listed in the student file or in the dismissal note previously received from the parent/guardian.
- Students must be signed in and out by an authorized person.
- All pick-up drivers should be prepared to show a valid ID.

Pick-Up Procedure:

1. Name tag **MUST** be displayed. (Tags will be available during the Back-to-School Social and on the first day of school.)
2. Use the entrance closest to the YMCA, enter the parking lot in a single line no earlier than 2:45 PM. Traffic is not permitted to proceed beyond the blue dumpster until directed by the traffic attendant. This is to offer respect to the other tenants in our building.
3. You will be directed into two rows of no more than five to ten vehicles. If you are picking up a grade K-3 student, please go to the right. If you are picking up a grade 4-8 student go to the left. All siblings will be sent to the youngest student's location.
4. Awaiting students will be called via walkie talkie as you enter the rows.
5. Please pull all the way forward to avoid congestion, students will be directed to vehicles.
6. Vehicles will be directed to move forward when all vehicles have their students.
7. The next set of cars will be lined up for the next group of students being dismissed.
8. If you must buckle your student, you must pull forward out of line, please do not get out of your vehicle while in line.
9. You must notify the office before 2:00 pm if an individual not on your designated pick-up list will be dismissing or picking up your child. Make sure to notify the office, not just the student's teacher. Confusion at dismissal is often very stressful for all parties involved.
10. We reserve the right to verify the identity of any pick-up person.
11. Please also notify the office before 2:00 pm if pick up plans change in any way.

Indoor Dismissal: Students will be dismissed through the rear entrances and escorted to the appropriate vehicles (pick-up drivers shall follow their typical procedural steps) by designated staff. This process will expedite pick-up and eliminate delayed times outside during inclement weather.

Tenant Reminder: Unlike many schools we share our space with other businesses. Please do not park in the limited parking designated for specific businesses. Be aware of those that may be trying to navigate into or from these spaces during all times.