

# GONZALEZ DAILY ARRIVAL AND DISMISSAL PROCEDURES

## Arrival Procedure

Parents will have two options for dropping their children off.

- a) Parents may pull into the parking/drop off area (next to La Grone Academy), take an immediate right-hand turn, and park their cars in the UPPER parking lot to walk their child to the side doors of the Activity Center. The child will then enter the Activity Center and will be supervised by staff as they move to their designated location. Parents will then go back to their vehicles and exit the back of the parking area and turn left out towards Long Road. This process will be only from 7:10 to 7:15 am.
- b) A car drop-off-line will begin at 7: 15 a.m. Parents will enter the parking area, continue straight based the lower parking area, then turn right towards Gonzalez which will take you to the drop of area. Please follow the cars in front of you and put your vehicle in park. **PLEASE STAY IN YOUR CAR! You will unbuckle your child and a Gonzalez staff member will help your child out of your vehicle.** Please have your child's backpack and personal belongings next to them so that they can be helped out of the car quickly. If your child is upset or refuses to get out of the vehicle, you will be asked to park and walk your child to the side entrance of the building.

## Dismissal Procedure

- At dismissal, parents will hang their car tag from your rear-view mirror, so it is visible. Cars will enter the parking area off Long Road and take an immediate right-hand turn. Two lines will be formed, one against the curb that is closest to the building, and the other on the opposite curb. PLEASE stay in your car to buckle your children. If you need to get out to assist your child with buckling their seatbelt, you may either pull around to the parking lot or somewhere not in the drive through area. **For the safety of your child and the other children, please remain in one line and do not change lines as you move forwards as this also affects the internal dismissal process. Be ready to move forward (in your lane) when instructed.**
- A staff member will be calling the car tag numbers. Other staff members will bring your child to the car and put them in the car. **The Gonzalez staff will not buckle your children into their car seats.** There will be a staff member directing traffic as well. Please heed their directions as we want to ensure the safety of every child.
- Please **STAY OFF** your cell phones, as state law prohibits cellphone usage while vehicles are in motion on all school property. **Please do not get out of your car in the drop off lanes.**
- You will receive 2 car tags from your child's teacher. Whoever is picking up your child must have a car tag displayed. **If they do not have the tag, they will be required to go to the office and sign the child out with a driver's license and be on the approved pick- up list.** If you lose a tag, please notify the classroom teacher so that we can determine if a new tag number is needed (for security purposes for your child). You may purchase another one in the front office for \$1.00 if you need an additional car tag. The child will also have a backpack tag that will have their teachers name and car tag number displayed. If that tag gets lost, those may also be purchased in the front office for \$1.00.
- If you need to change how your child will be going home, please contact the office before 2:20 p.m., as we cannot guarantee that the children will receive the message in a timely manner if you call after this time. You may also communicate with your child's teacher via text message or See Saw to let them know of these changes as well. **But you MUST contact the front office.** Please do not email the staff during the day with this information, as they may not have an opportunity to check their email prior to dismissal.

## IMPORTANT PICK-UP REMINDERS

- ✓ Make sure that anyone that will be picking up your child is on their personal profile list that you completed at registration. Anyone picking up a student will need to provide their picture ID before we release the child to that person.
- ✓ No student will be released to any person that is not listed on the designated pick-up list OR who does not have proper identification.
- ✓ Make sure that children are picked up on time. Our dismissal time starts at 2:55 pm. and ends at 3:15 pm. If your child is left after school dismissal process ended and we are unable to get in touch with a parent, the emergency contacts will be called.
- ✓ If we are unable to reach anyone, after 3:40 pm, we are required to contact the Denton Police Department, so please make sure you communicate with the school or make arrangements for your child to be picked up on time.

### Early Pick Up

- a) Any time a child needs to be checked out of school during class times, they must be signed out in the office by a person providing a picture identification. Upon parent arrival and the completion of student check out process, the student will be called from the classroom and delivered to the office by Gonzalez Staff. Bear in mind that after 2:30 pm. students will not be dismissed in the front office and parents will have to follow regular dismissal process.
- b) If parents/guardians/visitors would like to check out their child after an event during school hours, that person will sign the student out in the front office.

**\*\*Please remember to complete the background check to be able to be in the classroom events.**

[Background Check Application](#)

### Transportation Information

Gonzalez School for Young Children does not provide transportation for students, unless they are receiving special education services, or they attend daycare that has their own transportation services.

**Childcare Services** - The Denton ISD Pre-K program is not a childcare program and does not provide childcare before or after class hours. **Children need to be picked up on time.** Parents need to personally inform the front office and the classroom teacher when enrolling their children into a local childcare program, especially if that childcare is providing transportation to and from Gonzalez SYC.

Please contact Ms. Yesmin Bills in the front office at 940-369-4360 if your child is receiving transportation to Gonzalez SYC to/from any of the local childcare centers.