



Important Drop-Off, Parking, and Pick-Up Procedures – Effective January 20th, 2026

Dear GIS Families,

We are writing to share important updates regarding **morning arrival, parking, and dismissal procedures, effective Tuesday, January 20th, 2026**. These changes are necessary due to construction to support safety and improve traffic flow on campus.

The contractors will begin work in the parking area directly outside the office, which is currently used as the exit. This work is necessary to complete asphalt repairs and tie the new flatwork and landscaping into the existing parking lot.

Please review the information below carefully and refer to the attached map.

Main Entrance Arrival & Parking Update

Due to a required change, the **parking lot exit near the Front Office will be CLOSED during morning arrival.**

Morning Traffic Flow:

- All vehicles must **enter through the middle entrance** of the parking lot.
- All vehicles must **exit through the back exit** of the parking lot.
- Upon exiting, **all cars must turn RIGHT** to prevent traffic buildup on Morse Avenue.
- Only **one line of cars** will be allowed to enter the parking lot at a time.
- **No parking** will be available in the main parking lot during morning drop-off.

Parking Options:

- Families who need to park should use:
 - Street parking in areas marked on the attached map, or
 - The TK parking lots located across Northrop near the church.
- Please **do not park in areas marked with cones**, as these spaces are reserved for school bus loading and unloading.

Regular & After School Program Dismissal Procedures

Regular Dismissal:

- All vehicles will **enter through the middle entrance** of the parking lot.
- Vehicles must form **one line only**, following morning drop-off guidelines.
- While forming the line, families are asked to **keep to the right and drive all the way to the end of the parking lot**.
This allows additional cars to enter and helps prevent traffic from backing up or blocking the road.
- To further support traffic flow, keeping right will allow other vehicles to pass safely on the left when needed.
- All vehicles will **exit through the back exit** and must **turn RIGHT** onto Morse Avenue.
- **No parking** will be available in the main parking lot during regular dismissal.
- Families who need to park should follow the parking options marked on the attached map.

After School Program (ASP) Dismissal Procedures

ASP Dismissal Before 5:30 PM:

- All vehicles will enter through the middle entrance of the parking lot.
- Families must **park**, walk to the **front of the MPR**, and **sign out** their child(ren).

1st–8th Grade ASP Dismissal After 5:30 PM:

- All vehicles will enter through the middle entrance of the parking lot.
- Families must **remain in their cars**.
- **No sign-out is required**.
- ASP staff will call students out to their vehicles.

Kindergarten & Kindergarten Siblings (ASP) after 5:30 PM:

- Dismissal will take place at the **Kindergarten Gate**, following the same procedure as morning drop-off.

Important Reminders & Community Support

To help make arrival and dismissal **efficient for everyone**, we ask parents to **prepare and train students to get in and out of vehicles promptly** when it is their turn. This helps keep the line moving and shows consideration for families waiting behind you.

Families who need to leave as quickly as possible are encouraged to **arrive earlier**, when feasible.

Please **follow staff directions respectfully**, as they are there to ensure safety and smooth traffic flow.

If you are able, we welcome families to **volunteer to help support drop-off and dismissal procedures** during this transition.

We kindly ask families to remain **patient and flexible** as we adjust together.

