

Melvin Gelman Religious School Drop-off and Dismissal Procedures

Please help us keep our children safe and secure.

We have created the following procedures to ensure the safety of our students and allow students to arrive and depart the building in the safest and most efficient manner. If you have any questions, please call the school office (202) 362-4449.

Sunday Mornings

The entrance adjacent to the parking lot (Gan entrance) will be unlocked at 9:00 AM for drop off and locked at 9:30 AM. Students who arrive prior to 9:00 AM or after 9:30 AM must be dropped off in the parking lot (not on Quebec Street) and then enter the building using the Quebec Street entrance.

Students will be dismissed from the Kay Hall exit to the car pool line at the appropriate time. For the safety of our students, this door will only be used as an exit and no one will be permitted to enter the building through this door. Parents who choose to meet their child(ren) inside the building should enter using the Quebec Street entrance and should arrange with their child(ren) to meet in the Gildenhorn Foyer (the lobby space outside of Kay Hall) at dismissal time. Parents of younger students can pick up their children at the classroom if arranged in advance with teachers.

Tuesdays and Wednesday Afternoons

The entrance adjacent to the parking lot (Gan HaYeled entrance) will be unlocked at 3:45 PM for drop-off and locked at 4:15 PM. Students dropped-off prior to 3:45 or after 4:15 can use the Quebec Street entrance but must be dropped-off in the parking lot and not on Quebec Street.

Students will be dismissed from the Kay Hall exit to the car pool line at the appropriate time. For the safety of our students, this door will only be used as an exit and no one will be permitted to enter the building through the dismissal door. Parents who choose to meet their child(ren) inside the building should enter using the Quebec Street entrance and should arrange with their child(ren) to meet in the Gildenhorn Foyer (the lobby space outside of Kay Hall) at dismissal time. Parents of younger students can pick up their children at the classroom if arranged in advance with teachers.

Tuesday Evenings

All students are asked to enter the building from the side entrance adjacent to the parking lot (Gan HaYeled entrance). The door will be unlocked at 6:15 PM and locked at 6:45 PM. Students arriving prior to 6:15 PM or after 6:45 PM must be dropped off in the parking lot and not on Quebec Street and then can enter using the Quebec Street entrance.

Tips for a Safe and Efficient Carpool System

- Please drive slowly and use caution at all times
- Don't talk on your cell phone while you are in the carpool lane
- Inevitably delays arise, so please be patient with our staff
- Announce your child's first and last name loudly and clearly to our staff

Early Dismissal

Parents must report to the school office to retrieve their child for early dismissal. If possible, please notify teachers in advance.

We have provided a map below courtesy of Google Earth. The drop off location is labeled in red and the dismissal location is labeled in blue. The carpool line is highlighted in yellow.

