

# **ARRIVAL and DISMISSAL PROCEDURES and SAFETY GUIDELINES**

Everything you Need to Know about Arrival and Dismissal

## **Arrival Procedures**

School homeroom starts at 8:40am. Students may begin to enter the building at 8:25 a.m. **There is no supervision for children before 8:25**, therefore to ensure their safety parents may not leave a child unattended before this time. The procedure for drop off is as follows:

Parents may enter either the Field or Office driveway. If entering the Field driveway drivers should pull around the back of the building by passing the field and circle around the end of the building by the woods and then pull up towards the office side of the building and to pull up to the white **DROP OFF ZONE in front of the yellow sign** (located at the side door with the steps in the front corner of the building along the office side of the school). Children are to disembark from their vehicle and enter the building through the second set of doors along the Office driveway side of the school. Parents **should not leave their cars unattended during this process**. Cars are to approach the drop off zone in a single file, drop off their children, and move toward the driveway exit promptly and cautiously. **All students in grades K - 5 are to enter the building through this door. The Office Entrance is not a drop off area except for special cases.** Those with special cases will be notified by the teacher or office. The office entrance will remain locked for safety. If parents want to bring children to either door, they must park in an approved parking spot in the lot or on the local roads. (See more details on Traffic Patterns and Parking Lot Guidelines). Please no parking in the staff lot.

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**Safety:** Many students choose to ride bicycles to school. It is important that they follow the safety laws. Students riding bicycles to school must wear bicycle safety helmets. They should also walk their bicycles through the crowded sidewalks around the school.

**Alternative Pick Up:** Anyone going home in a way other than parent pick up or school bus should send in a note. This would be for those going home as walkers, childcare or those being picked up by family friends. A note should be sent in by a parent to the teacher. We will only dismiss to non-parents with a parental written note on file. Please list on the note if it is for the whole year or just for a particular day. There will also be a form to fill in on the school Genesis program with this information.

## **Parent Visitations:**

If parents have business in the office the first thing in the morning or an appointment with a teacher, it is recommended that they park their cars in the lot or the street and walk to the main entrance. Children are still required to enter the building through the drop off doors and proceed to their designated areas at 8:25 a.m. **Parents must have appointments. Visits should be before 8:25 or after 8:55 am. (and afternoon visits have to be before 2:40 pm or after 3:10**

pm)

To help alleviate traffic coming into and leaving the driveway, I encourage you to carpool with your neighbors whenever possible. Children who live within a short walking distance are also encouraged to walk to school. Parents may choose to park in our school lot near the woods or along Valley Road, Liberty Street or other local roads and walk their children to the door. We do ask people to avoid parking in Schmidt Lane and Blake Drive from Schmidt Lane to our parking lot.

Parents are welcome to accompany their children into the school building on the **first day of school**, but after that day children are responsible for proceeding to the cafeteria (grades 1-3) or the gym (grades 4 and 5). Kindergarten students line up in the hall by the entrance near rooms 4 and 5. Our Kindergarten Safety patrols and/or staff will be available to monitor this process starting at 8:25am

### **Supervised Designated Morning Meeting Areas**

#### **Students Enter at 8:25am**

Ms. TBD K/3 and Mrs. Berkowitz K/2

Teacher or teacher aides will meet the students at the second entrance by the steps.

#### Kindergarten

Enter by the steps and line up in the hallway as they enter near the kindergarten rooms 4 and 5.

#### Grades 1 -3

Students enter through the drop off doors by the steps and proceed to the cafeteria until 8:35 a.m. when students will be dismissed to their classrooms.

#### Grades 4 and 5

Students will enter through the drop off doors by the steps and line up along the wall in the gym.

#### Dismissal of Students

##### **After school Dismissal:**

Students in **grades 3 and Mrs. Schiro's class** will exit from the second set of doors by the steps along the driveway at 2:55pm.

Students in **grade 5, Mrs. Heller, and Mrs. Guenther's grade 4** classes will exit through the doors by the office and walk down the sidewalk.

##### Kindergarten:

Mrs. Nacht and Mrs. Belverio's kindergarten classes will exit through the outside door of their classrooms. Mrs. LaManna's class will exit through the playground doors on the Field side of the school.

Student in **grades 1 and 2** will exit from the doors facing Valley Road at 2:55 pm.

**Ms. TBD** and **Ms. Berkowitz** classes will exit from the outer office doors (the first set of doors on the office driveway side).

### **Dismissal Guidelines:**

If older siblings are responsible for meeting their younger brothers or sisters, they must follow a plan to meet their siblings. They should follow a plan set up by their teachers and parents to meet their siblings.

To ensure the safety of all children, classroom teachers are responsible for accompanying their students to the door, making sure that each student connects with an adult or follows the dismissal plan developed by the parent.

If a parent or a designated adult does not meet a child, the classroom teacher is to bring that child into the office so that the parent/guardian may be contacted.

### **Dismissed to other than Parent**

If a parent or guardian will not be the person picking up then the parent/guardian must send in a signed written note to the teacher or the office designating how and to whom the child may be released. If this is to be done long term it must be stated in the note and on a school form that you will receive in Genesis System in September.

### **Traffic Patterns and Parking Lot Guidelines**

The safety of your children is of utmost importance. It is recommended that for quick connections with your children at dismissal, parents/guardians park their cars along in the lot by the woods, Valley Road or other side streets nearby and walk up to the school. Arranging for carpools or having students who live nearby walk together will help to alleviate traffic congestion. If you come into the lot stay in your car in a single file. As in the morning, drivers moving through the lot may not stop and leave their cars unattended unless in a legal and appropriate parking space.

**Please remember to follow the traffic and parking lot guidelines. We ask the following:**

**During the Arrival and Dismissal:** No parking or standing in the lower exit driveway beyond the second entry door of the school. Please honor the yellow curbs and keep the driveway open for exiting vehicles. We need to keep two lanes open in the driveway for exiting cars. The pattern of traffic for those entering the Field Driveway will be one way only and only during the arrival and dismissal times the rest of the day it will be closed. When it is closed during the school day the traffic may move two ways through the lot.

**During Morning Arrival:** *No parking or standing along the curb past the midway point (the yellow sign) which is our White Zone. This White Zone area is for vehicles to drop off and leave.* Vehicles may wait in line behind this point in the Yellow Zone which is behind the large Yellow sign until 8:25 am. Once the door opens at 8:25am the entire curb along the front of the school becomes drop off only with no standing or parking. After drivers drop off their children, they may pass the line on the left if the line is not moving. The school buses will drop off in the lot by the woods.

**During Dismissal:** No vehicles should pull into the pick up curb (in front of the second set of doors marked as the White Zone and preceded by a large yellow sign) unless the parent driver sees the child. We need to leave this White Zone open for pick up only. If any vehicle stands or parks in the pickup area, it will slow down the

traffic for everyone. Also, there is no parking in the dismissal handicapped spaces across from the wood and behind the cafeteria. These spaces are reserved during dismissal for our parents who need handicapped parking. Please respect these parents by leaving these spaces for those who need them.

Any child entering or leaving a vehicle should be done on the passenger side of the vehicle to avoid passing vehicles whenever possible.

**Children will not be allowed to walk into the parking lot. As they exit the building they will be directed to walk along the sidewalk to the crossing guards or crosswalks. You may meet your child at either the door or along the sidewalk.**

Children are not to meet parents at the playground. That is an unsupervised area. Children should only enter the playground area at dismissal if supervised by a parent. Children may be asked to leave the playground area if inappropriately behaved. At times children may be asked to stay off the playground for multiple days, weeks, or even till the end of the year. **The playground is open for public use until 3:25 pm.** At that time the playground is reserved for the District Aftercare Program until 5:30 pm.

**We ask parents not to park or double park on the far side of the office driveway. Double parking will be allowed on the school side of the driveway. If parents double park on the school side of the driveway, they must stay in their car until their child reaches the curb near the car. Then the parent should exit the car and walk the child from the curb to the car. The parent must be available to move the car if a car near the curb needs to exit the lot.**

### Play Dates

Arrangements for playdates should be made prior to the day of the play date. *If your child plans to leave the building with another parent for the purpose of a play date, written notification on the part of both parents should be submitted to the office on that day.* Children should not make playdate arrangements in school and call for approval. These arrangements should be made by the parents outside of school.

### Attendance Policy

Children are to attend school on a regular basis. If a child is to be absent, parents/guardians are required to call the school to report the absence or input it on Genesis. Please call the school anytime before 8:30 a.m. to notify us of the reason on our voice mail. Please state the child's name, teacher's name, reason for absence and duration of absence. The voice mail is available at all times from the end of the day until the next morning.

If a child is out and a call is not made by the parent, the school will contact parents through the Honeywell Alert System or a direct call home. **Whoever the parents have listed as contacts for school closing will get both a call from Honeywell for school closings and attendance calls.** Thus if you have an Aunt/Uncle/babysitter etc listed in addition to parents they receive a call for attendance; they will also receive an absentee safety call. These absent safety calls go out to any student each day who is absent who did not have a parent call in

for that day. When the message is sent it gives a generic message to please call the school as your child or a child which you are listed as an emergency contact is absent without parent notification. **Please let those people who are listed as contacts for your child for school closings know this procedure.**

**Whenever a child is absent a signed note is needed, even if the parent called in.** This documents that the parent knows about the absence. This must be done for safety and record keeping purposes.

School absence for family vacations is an illegal absence pursuant to New Jersey Statutes Annotated 18A: 36-16, 18A: 38-26, and NJAC 6:20-1-3. These statutes state that students must be in school all of the hours of all of the days that school are in session. Please cooperate in this area, and plan vacations that do not interfere with school days.

**Students must be in school for a total of four hours for it to count as a full day. This is the case even on Early Dismissal Days and Delayed Opening Days.**

**School Hours: School Hours are 8:40am -2:55pm.**

**(Important Information about Drop Off and Pick Up) supervised drop off begins at 8:25 am unless they have permission and a pass from a staff member who is expecting them. Students should not leave their parent's supervision until there is school supervision available.**

**Students must be picked up on time on a regular basis. There is no supervision for students left after 3:00 pm. On rare occasions, due to unforeseen incidents, we will gladly find a way to assist with supervision. But early drop offs and late pick ups on a regular basis are a concern and considered negligent actions by the parent. These parents will be asked to have a conference with the principal or his designee and actions may be suggested/taken by the school.**

#### **Delayed Opening Schedule**

10:10 a.m. - 2:55 p.m. (supervision starts at 10:00)

(Lunch will be served)

#### **Early Release Schedule**

8:40 a.m. - 12:40 p.m.

(Lunch will not be served)

**No entry for adults between 8:25-8:55 am and 2:40-3:10 pm.**

**No entry for dropping off items. There will be a drop off box for items outside the office entry doors.**