

Valley Road School  
Clark, NJ 07066  
School Day Hours: 8:40 a.m. – 2:55 p.m.

**ARRIVAL PROCEDURES (3 pages)**

Students may enter the building at 8:25 a.m. There is no supervision for children before 8:25 a.m.; therefore to ensure their safety, parents may not leave a child unattended before this time. If you need to leave your child earlier than 8:25 a.m., Before-school Morning Care is available through the district beginning at 7:00 a.m., Registration forms are available on the website or in the school office.

**REGULAR DROP OFF PROCEDURE**

Parents are to either pull up to the DROP OFF ZONE (located along the yellow curb on the office side of the building); or park in parking spaces or along the roadways and walk their child to the drop off area. Vehicles may arrive via the Field Driveway or Blake Drive. Children are to disembark from their vehicles along the full length of the drop off area and enter the building through the double doors by the steps, unless they have permission to use other doors. Parents in the drop off line should not leave their cars 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. The left lane is for passing only. All students in grades K – 5 are to enter the building through this door. The main entrance is not a drop off area (except in special exceptions). Those arriving early for activities should enter through the cafeteria rear door. The main office entrance will remain locked and will be accessible to parents who have appointments only. Visitors may not enter the building during these times of arrival and dismissal: 8:25 & 8:55 and 2:40 & 3:10. 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 on 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 until 8:35 a.m. We ask for parents to avoid parking on Blake Drive and Schmidt Lane to allow easy access.

**ALTERNATE DROP OFF PROCEDURE**

To help alleviate traffic coming into and leaving the lot, students riding the bus enter the building through the woods lot entrance. Students with special permissions may enter through the front door or the cafeteria doors. Parents are welcome to accompany their children into the building on the first day of school only, but after that children are responsible for proceeding without parents to the kindergarten hall area (Kindergarten), cafeteria (grades 1-2) or gym (grades 3-5). Teachers and safety patrols are available to monitor this process.

**Designated Meeting Areas**

As children enter the building they will proceed to the designated areas listed above until approximately 8:35 a.m. at which time they will be dismissed to their classrooms. The arrival doors will be open at least till 8:40 am and sometimes longer when the drop off line is long. When the drop off line is extremely long, we will hold attendance until the continuous drop off line is done.

**DISMISSAL PROCEDURES**

**GRADES 1 through 5**

The school day ends at 2:55 p.m. All Grades K through 5 classes dismiss through the following:

Kindergarten: Mrs. Spence and Mrs. Belverio through their classrooms outer doors facing Valley Road. Mrs. LaManna through the exit doors to the Field and the Field Driveway.

Grade 1 and 2: Valley Road exit doors.

Grades 3 and 4: Mrs. Schiro: The doors by the steps by the Office Driveway.

Grade 5: Mrs. Guenther and Mrs. Heller's class: The Office Exit Outer doors

**Safety NOTE:** If older siblings are responsible for meeting their younger brothers or sisters, they must meet their siblings by their class or follow a plan set up by the teachers. To ensure the safety of all children, classroom teachers accompany their students, making sure that each student connects with an adult unless special permission is granted.

**Important Note: See the new Office Driveway procedures on page 2.**

**ALTERNATE DISMISSAL PROCEDURES**

The only children dismissed without adults picking them up must have signed, approved special permission. No child is permitted to walk home without parental written consent. For security purposes any change in your child's daily dismissal routine **MUST** be stated in a written note to your child's teacher who, in turn, will forward the note to the Main Office. In the event of a last-minute emergency, you must place a call to the Main Office prior to 2:45 p.m. and advise the office staff of the pick-up arrangements for your child. This will allow our staff enough time to notify your students of the change in their normal dismissal routine.

**TRAFFIC PATTERNS**

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 the 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 unless parked in an approved parking space. As in the morning, cars moving through the lot may not stop and drivers leave their cars unattended. People may stay in their standing cars along the office side of the driveway as long as they remain with the cars to be able to move it should someone need egress.

Children will not be allowed to walk into the parking lot or driveway. As they exit the building they will be directed to walk along the sidewalk to their PICK UP AREA and wait for you to pull up or walk up. Children are not to meet parents at the playground. That is an unsupervised area and it puts children in the line of danger with the car traffic. Parents may accompany their children to the playground after school. Those not acting appropriately may be asked to leave the playground area. Children and adults must leave the playground when Aftercare arrives.

No child is to cross over the driveway without parents/guardian to the parking lot. Parents will need to park their cars and walk up to the doors or remain in their cars in the pick-up line.

**New this year:** At dismissal parents and pick up designees may only park/stand on the right side of the office driveway. Cars may form two lanes of standing vehicles on the right side of the office driveway. Students may enter cars/vehicles from the curb. Students who need to reach a car in the second lane (double parked cars) may approach the curb parallel to the car. At that point the driver must exit the vehicle and walk the child from the curb to the vehicle. The drivers in these two lanes should only exit the vehicle for the few seconds it takes to walk a child to the car from the curb. At all other times the driver needs to stay in the vehicle in case their vehicle needs to be moved to let another car leave.

No cars should park or stand on the opposite side of the Office Driveway. This change in procedure will make the parking lot safer for our students.

Please retain this information for future reference and complete the last page of this packet on Genesis to help facilitate a smooth dismissal on the first day of school.

(Please review the Arrival and Dismissal Guidelines, which are on our website under forms and in the Parent/Student Handbook on our website, for more information about traffic patterns and Arrival and Dismissal Safety.)

Valley Road School  
Clark, NJ 07066  
Arrival and Dismissal Permission

Student's Name \_\_\_\_\_

Teacher \_\_\_\_\_

Grade \_\_\_\_\_

Please check ALL appropriate spaces:

\_\_\_\_\_ My kindergartner is to be dismissed through the assigned Kindergarten doors mentioned above

\_\_\_\_\_ My grade 1 – 2 child is to be dismissed through the regular Valley Road dismissal doors to the Valley Road side of the building.

\_\_\_\_\_ My grade 3 – 5 child is to be dismissed through their regular Valley Road dismissal

doors on the Office Driveway side of the building.

\_\_\_\_\_ My child has permission to be dismissed through an alternate procedure listed below.

----- My child will attend aftercare.

**\*Per BOE Policy 8601 agreement:**

1. \_\_\_\_\_ My child has permission to walk home without staff or adult supervision.

\_\_\_\_\_ will be home to greet him/her.

2. \_\_\_\_\_ My child will pick up a younger sibling and proceed to the exit area listed here \_\_\_\_\_.

3. \_\_\_\_\_ Other Alternate Pick Ups(List here):

The following adults have my permission to pick up or escort my child home:

Parents/Guardians: \_\_\_\_\_

Other Escorts: \_\_\_\_\_

\_\_\_\_\_ I have read and understand the arrival and dismissal procedures and agree to the terms of the Board Policy 8601.

Parent Guardians: \_\_\_\_\_

Date: \_\_\_\_\_

COMPLETE ONLY GENESIS