To: Lopatcong Elementary School Families

From: Noelle Kondikoff, Principal

Date: August 15, 2013

Re: Arrival and Dismissal Procedures

Welcome to the 2013-2014 school year! In order to ensure the safety of all students, we will be implementing new arrival and dismissal procedures for car riders for the 2013-2014 school year. Please read all the information regarding arrival and dismissal. Please fill out the attached dismissal form and return it to the main office at the elementary school by Monday, August 26, 2013.

Arrival for Car Riders (Kindergarten through Fourth Grade)

- Please enter the school using the Stryker’s Road entrance when dropping off your child to school in the AM. All students arriving by car, in kindergarten through grade 4, will enter through the back parking lot entrance.
- The doors to the school will open at 7:40am each morning.
- All cars should be in line for drop-off by 7:55am. All students should be in their homeroom by 8:00am.
- When you enter the parking lot at the back of the school, please pull all the way up to the end of the drop off lane, marked in blue. If there is a car in front of you, pull directly behind the car so we can get as many cars in as possible. Please remind your child to exit the car on the side of the building closest to the school to ensure the safety of all students. Students should NOT be crossing in between cars to get to the path that leads to the school.
- The doors at the back entrance to the school will close at 8:00am. Any students arriving after 8:00am will be marked tardy and must be signed in by the adult dropping them off in the main office. The main office will begin signing students in after 8:00am. Any students arriving through the front entrance will be signed in after 8:00am and marked tardy. If you arrive in the back parking lot and the doors to the school are closed, you must exit through the Stryker’s Road entrance/exit and re-enter the school using the Route 57 entrance to access the main office. When you park in front of the school, please pull into a parking space and walk into the main office with your child.

AM Kindergarten Dismissal

- AM kindergarten students will be dismissed through the front of the building at 10:45am.
- If your kindergarten child is a car rider, please pull into a parking spot in the front of the school. Park your car and walk to the front entrance to pick up your child.

PM Kindergarten Arrival

- All kindergarten students should arrive at 11:50am.
- If you are dropping your child off, please pull into a parking spot and walk your child to the front entrance of the building. Wait in the lobby with your child until his or her teacher arrives.
**Dismissal**

- **Dismissal begins at 2:35pm. Please be prompt in picking students up at the end of the school day.**
- If you need to pick your child up earlier than dismissal time, at any point during the day, you may sign them out in the main office until 2:15pm. **After 2:15pm, all students will be dismissed through the back car rider entrance.**
- Bus students will be dismissed through the front entrance of the school.
- Walkers will be dismissed through the side door of the school to walk down the walker’s path toward the firehouse.
- Car riders will be dismissed through the double doors at the back entrance of the building closest to the parking lot. If your child is going to be a car rider, please register your child as a car rider in the main office prior to the first day of school. When you register your child, please complete the attached dismissal form. When you hand it in in the main office, you will be given a number to display in your car on your rearview mirror during dismissal. Please make sure your child knows his or her assigned number to help dismissal run smoothly.
- If you have an assigned number, you may pull into the spots in the middle of the parking lot. When you pull into the parking lot, pull into the spot so the front of your car is facing the school. **You MUST park in a spot. You MAY NOT park in the grass.** In order to ensure that each child gets to the proper person picking them up, the staff will find your child based on the number displayed in your rearview mirror. You should not need to get out of your car during dismissal if you have a number and are parked in a spot that is in the middle of the parking lot. The students will be dismissed to the cars in the first row. Once the students are safely in their cars, the crossing guard will direct the first row of cars out of the parking lot. Then, she will direct the next row of cars to move up into the first row. Students will be dismissed by their number to the car with the corresponding tag in the rearview mirror. This process will continue until all students are dismissed.
- If you have not registered in the main office, or do not have a number in your rearview mirror, you will need to park your car in the arrival lane. Once you park your car, you will need to get out of the car and see the staff at the table at the end of the path that leads to the back door. If you are facing the school the table will be at the end of the path on the left. You will need to sign your child out. Please have identification ready. Also, if someone other than a parent is picking up your child and you do not have a number displayed in your rearview mirror, we must have permission for that person to pick up your child. Please fill out the people who have permission to pick your child up on the attached form in the event this happens during the school year. If the person is not listed on this form, we will need to contact you before we release your child to the person picking them up.
- Students will NOT be dismissed to the side parking lot used by faculty.

**Playground**

Between the hours of 7:40am and 3:00pm the playground is to be used only by elementary school students. As per Board Policy #7513-Recreational Use of Playgrounds, “during the day when school is in session, including summer sessions, the playground cannot be used by community residents.” Please wait until all students are dismissed to use the playground. You may not park in the car rider parking lot to use the playground until after 3:00pm.

**Please fill out the attached form and return it to the main office as soon as possible.**
LOPATCONG ELEMENTARY SCHOOL
Dismissal Information Form

Student’s Name___________________________________ Grade _____  Teacher _________________________

Dismissal Information:

☐ Car Rider    ☐ Walker    ☐ Bus    ☐ Daycare ______________________________
(please write name of daycare here)

Car Rider Number _________

The following people may pick up my child with my number or in the event of an emergency:
(Please remember to list yourself.)

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<th>Name of Person</th>
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Parent Signature ___________________________________________ Date _____________________
Park in these spots, facing the school, **if you have a number displayed in your rearview mirror**. STAY IN YOUR CAR and watch for the crossing guard to direct you to pull forward.

Students will be dismissed to the first row of cars based on the number displayed in your window. Once ALL students are in the first row of cars, the crossing guard will let the first row of cars out of the parking lot. The cars that pull in will pull into the back row and all others will move up one row.