



## MONTCLAIR KIMBERLEY ACADEMY

### **Primary School Arrival and Dismissal Procedures**

#### **SCHOOL DAY**

School is officially in session from 8:00 a.m. until 2:20 p.m. Faculty will be in their rooms by 7:45 a.m. Students are led to classrooms at 7:50 a.m. Classes begin promptly at 8:00 a.m.

Early arrival supervision is offered to families from 7:30-8:00 a.m. Please do not drop off your child before 7:30 a.m., as there will be no supervision.

#### **BEFORE SCHOOL ARRIVAL PROCEDURES**

All students arriving between 7:30-8:00 a.m. by walking, car or bus will be assisted by MKA personnel with getting into the school.

Students who arrive by car should be dropped off through the car line, which is the first driveway entrance. Car line students should be dropped off along the sidewalk by the gym doors and enter the school through the gym door, with the exception of Fridays, when students will enter through the main doors accessed through the Pre-K playground. If you need to walk your child in, please enter the car line and park in the designated visitors parking lot that is on the right side.

Students arriving by bus will be dropped off in front of the kindergarten classrooms. Students who walk to school should enter the school through the main doors accessed through the Pre-K playground. Except for the opening day of school, we ask you not to make a habit of walking your child into school. This is a very important step in helping your child develop independence.

#### **GENERAL DISMISSAL PROCEDURES**

Students who will be picked up by bus or car are dismissed from the gymnasium at 2:20 p.m. Walkers, students who live within walking distance of the Primary School, should be picked up at the reception desk. No student will be dismissed from MKA without an adult.

**Due to the limited carline space we will not be able to offer a separate carpool line, but encourage parents to consider carpooling using the car line.**

#### **BUS DISMISSAL PROCEDURE**

Buses will arrive before 2:30 p.m. Using the car line, the buses will line up in front of the gym doors. All buses are given a route number, usually from one to ten, and the children line up according to this number. The route number is not the same number as the number on the front of the bus. Please learn your child's route number and use it when sending in a note or phoning in any transportation change. If you are volunteering in school and decide to take a bus child home by car, please notify the receptionist, Colleen Helsel, when you arrive. Please give advance notice when a change is needed.

It is a State Law that all children riding in a school bus must wear a seat belt. All children are properly buckled in before a bus is allowed to leave. Please help us to keep your child's trip home safe by teaching the importance of keeping the seat belt buckled.

If you have questions or concerns regarding Station Wagon Service (SWS), please contact Kathy Lorenzo or Cecil Kurek at (973) 256-7450. If your questions or concerns have not been addressed or resolved after several attempts, you may contact MKA's Business Manager, Eileen Richardson at (973) 746-9800 for assistance. If your town provides transportation, please contact your district's Board of Education.

Continual misbehavior on the bus may lead to a suspension of bus privileges for a period of time. The bus drivers give warning notices to the school; the school will contact the parents immediately upon receipt of such a warning.

### CAR DISMISSAL PROCEDURE

Plan to arrive no earlier than 2:30 p.m. Parents arriving before this time will not be allowed on campus (as we need the buses in place before parent cars can be allowed in the car line) and will be asked to leave the line and return after 2:30 p.m. by security.

Each car must have a sign (8 1/2" x 11") listing the name of the children who ride in that car. Please display this sign each day, as it greatly facilitates the carline dismissal.

There are three numbered stations where children will be put into the cars. Please keep the line moving by pulling forward whenever there is an empty station directly in front of you. If for some unexpected reason you have not picked up your child by 2:45 p.m., your child will be put into Extended Day. At 3:00 p.m., children still in Extended Day will be charged a nominal fee for their attendance.

The area in front of the gym is designated as a fire zone. We are allowed to use the fire zone for dismissal as long as the cars are not left unattended. If you have to come into the building for some reason, please park in the designated visitor parking spaces to the right of the first driveway.

**IMPORTANT: VEHICLES IN CAR LINE SHALL NOT BLOCK DRIVEWAYS OR INTERSECTIONS. UNDER NO CIRCUMSTANCES SHOULD CARS BE PARKED IN FRONT OF THE PRIMARY SCHOOL BUILDING.**

**IMPORTANT: DURING CAR LINE PLEASE DO NOT PARK ON ORANGE ROAD AND WALK INTO THE SCHOOL FOR YOUR CHILD. THIS IS UNSAFE AND UNFAIR TO OTHERS.**

### **DISMISSAL TRANSPORTATION CHANGES**

The school must be notified of any changes in your child's daily transportation schedule. Please email the classroom teacher and [psnotifications@mka.org](mailto:psnotifications@mka.org) indicating the change. It is also very important that your child understands exactly what will be different. Any changes in transportation should be communicated by 8:30 a.m.

- Last minute changes must be communicated to the school by 2:00 p.m. If a child is going to another child's home directly from school, we must have confirmation from both families.
- A bus child may go home on a different bus with another bus child after school if there is room on the bus. Only children who are enrolled with Station Wagon Service may go on a bus. Please keep this in mind when you make plans for their after school activities.

### Walkers

Students walking home are not allowed to leave before 2:20 p.m. An adult must accompany all students who are walkers. No student will be dismissed without adult supervision. Only walkers are allowed to be dismissed regularly from the front reception.

### **EARLY DISMISSAL REQUESTS**

Students leaving early must be signed out at the reception desk by the adult picking them up. If the adult picking up the student is someone other than the parent and/or guardian, a note from the parent and/or guardian confirming who will be picking up the child is needed. Please email early dismissal details to the classroom teacher and [psnotifications@mka.org](mailto:psnotifications@mka.org).