

---

## *Connecticut School of Distinction (2019-2021)*

Dr. Ian M. Banner, Principal

*Equity, inclusion, and the acceptance of all forms of diversity are simply human rights!*

– A

August 26, 2021

Dear Parents and Families:

This document specifically outlines our drop-off and pick-up procedure and expectations (Stop-Kiss-n-Go or SKG for short) at arrival and dismissal periods.

And as a reminder, please do not drop off your child(ren) prior to 8:45am and leave them unattended. Supervising staff do not begin their contractual obligations until 8:45am.

### **An Important Note**

Last year, we were required to implement many new and very unfamiliar procedures that took some time to adopt, and as a result, we relaxed a little in maintaining a strict adherence to SKG drop-off and pick-up, and because it did allow at times for more distancing. This did, however, cause issues for some neighborhood residents, which I hear became increasingly problematic as the year progressed.

As such, this year, we will be returning to a firm adherence to dropping off and picking up students in the SKG line on Fern Street only. And it is our aim that during these periods of the day, we will all play our part to ensure our children and neighbors receive and experience the utmost respect, courtesy and safety.

We are kindly reminding everyone that the expectation is for...

1. Students to not be dropped off on East Paulding.
2. Cars to not use the campus to turn around and head back out onto East Paulding nor drive through the campus to access Fern Street.
3. Students to not be dropped off on Beach Road to avoid the SKG line.
4. Cars to not use Beach Road residents' driveways to turn around.

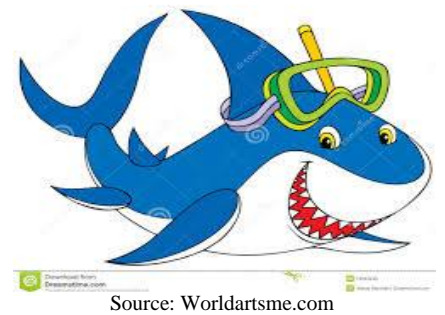
At all times, and especially when arriving at the school for drop-off or when picking up, please remember that we the adults must be the example of what we wish for our children to see and to mimic.

Additionally, the Fairfield Police Department will be joining us to support these efforts as much as possible throughout the year and they are aware of some of the complaints from last year shared by neighbors.

Please remember that SKG is strictly for students who are being picked up in a vehicle from school. Also, parking is not permitted on either side of Fern Street during SKG times and please inform family members or family support members of this.

Each family's continued cooperation and compliance with this process is greatly appreciated.

### **SKG Arrival**



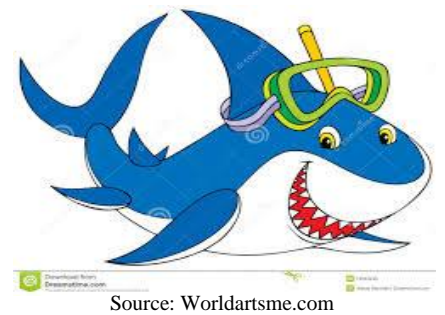
---

## *Connecticut School of Distinction (2019-2021)*

Dr. Ian M. Banner, Principal

1. All parents of K-5 students regardless of whether their classroom is in the main building or the annex) will drop-off students in the designated SKG area only (within the red rectangle noted in Figure 1). Sherman staff will be positioned in this zone to assist with drop-off and will monitor and/or escort younger children into the building at arrival.
2. All students will enter the building through either the main office entrance or Fern Street entrance and should be masked as they enter. Students in 4C and 5<sup>th</sup> grade will walk through the main building to access the annex.
3. Orange lines are for buses only. Cars are not permitted to enter onto the school site during drop-off.
4. Yellow lines indicate the direction of SKG cars only.
5. Students should not be let out of cars on Birch Road and Beach Road to walk to school. These are not SKG areas and this can create issues with safety and an unnecessary back-up.
6. Adults are required to remain in their car in the SKG line to ensure the line continually moves forward.
7. Students should be ready to get out of the car when you enter SKG. If possible, have them on the passenger side of the car to ensure an efficient drop-off.
8. For SKG vehicles that arrive early, drivers are expected to turn off their car to avoid idling.
9. Immediately after dropping off, each car can carefully move forward and out of the line using an abundance of caution to avoid issues with other cars exiting the line. The drop-off line will be continuously moving to ensure efficiency and expeditiousness.

### **SKG Dismissal Procedure**



Source: Worldartsme.com

---

## *Connecticut School of Distinction (2019-2021)*

Dr. Ian M. Banner, Principal

1. Students being picked up in SKG will be called from the classroom around 3:20pm based on their parent/guardian's arrival in the SKG line. The Sherman staff will then be able to see this number and immediately inform the office who will then alert the student(s) in their classroom. These students will then leave their classroom and be escorted/monitored to the SKG area and their car.
2. Please continue to use the colored laminated card with a large number on it. The family name will also be written on the back as well as the child's/children's classes (i.e. 3M = grade 3 Miller). These colored number cards should be placed on the right side of your dashboard when you use SKG so it is visible to staff standing on the Fern Street (school-side) sidewalk.
3. Families will be called by their number over the intercom by the main office so please help your child learn your family number.
4. For SKG vehicles that arrive for dismissal/pick-up early, drivers are expected to turn off their car to avoid idling.
5. Please note that we have extended the drop zone marked with a red rectangle on the diagram (Figure 1) so please be prepared to move beyond the playground when you are the first car in line.
6. Immediately after picking up, each car can carefully move forward and out of the line using an abundance of caution to avoid issues with other cars exiting the line. The pick-up line will be continuously moving to ensure efficiency and expeditiousness.
7. As another reminder, no student should be picked up on campus by car. The SKG line is the only permitted place for this.

Note.

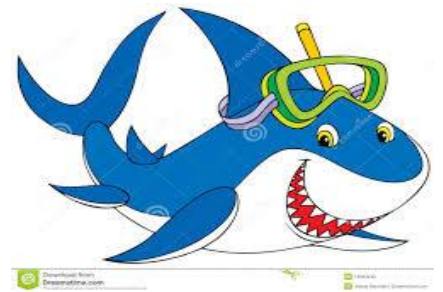
1. Bus students will be dismissed 10 minutes early (around 3:20pm) and will be sent to the designated the bus-line up area in the APR before being escorted outside and onto their bus. Buses will exit the campus around 3:25pm.
2. All walking students will be dismissed to their parents or guardian through their outer classroom door at 3:30pm. All walking students from the annex will be dismissed by first passing through the main building and exiting from the main entrance.

# Roger Sherman Elementary School

250 Fern Street

Fairfield, CT 06824

Phone (203) 255-8330



Source: Worldartsme.com

## Connecticut School of Distinction (2019-2021)

Dr. Ian M. Banner, Principal

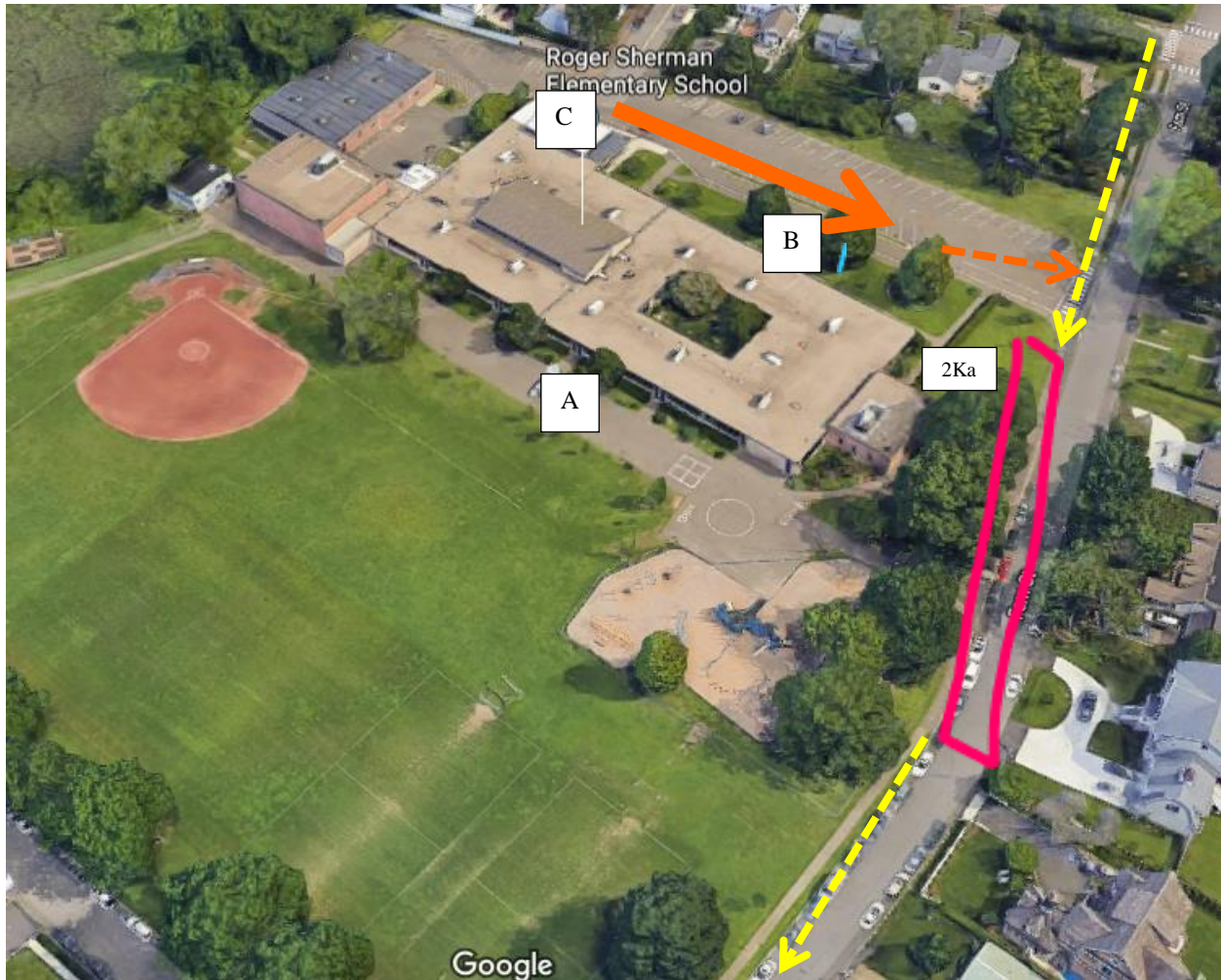


Figure 1.

For the purpose of knowing where students who are designated as “walkers” will be exiting at dismissal time:

A = Classrooms KW, KJ, KR, 1H, 1M, 1D, 1Di, 2C

B = Classrooms 4I, 3H, 2K, 3P, 3M, 4M, 2M

C = Classrooms 4C, 5G, 5T, 5M, 5L (they will exit out of the main entrance)

2Ka = Grade 2 Kass