

Manchester Township Elementary School

101 North Colonial Drive
Manchester, New Jersey, 08759-6615



2021-2022 School Year Drop-Off and Pick-Up Policy

LINDA M. WALDRON
Principal

JILL MOORE
Vice Principal
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The following procedures are in place for Drop-Off and Pick-Up of your child at the start or end of the school day:

Arrival/Drop Off:

Grades K-5: PLEASE DROP OFF PROMPTLY AT 8:45 AM

- Parents/Guardians will NOT PARK, they will remain in their car and enter the back access road by the playground.
- Travel behind MTES to Stairwell #1 where staff will greet you.
- You remain in the car. Your child will have their temperature checked by a staff member.
- If the temperature is in normal range, your child will say goodbye, enter the building using stairwell #1, and go directly to class. Parents/Guardians will continue out to the parking lot and exit back to Colonial Drive.
- If the temperature is not in normal range, you will be asked to park in the parking lot, enter with your child to the lobby and see our nurse for a second screening.

Pick Up/Dismissal:

Grades K-5: PLEASE PICK UP PROMPTLY AT 3:25 PM

- Parents/Guardians should park in the parking lot.
- Pick up will take place in the APR at the side door by the playground.
- Parents/Guardians must show ID.
- Staff will confirm ID and complete sign out.
- **Parents not here by 3:30, please understand that your child will go home on the bus.**

Early Dismissal:

While we do discourage early dismissals, we understand there may be a need for this from time to time. If you need to pick up your child early for an appointment or due to illness, you will show your ID at the doorbell and sign your child with the Main Office. If you know in advance of a pick-up time, please send a note to your child's teacher.

Safety & Security Concerns:

- **Be sure to complete the Daily Screening Form prior to school each day.**
- ALWAYS have your Photo ID and hold it up when you ring the doorbell.
- Students who will be a Parent Pick-Up are required to have a note to give to their teacher. If the child will be picked up on a consistent basis, one note for the year is sufficient. If the schedule changes, a new note would be necessary. Please understand that without a note, your child must go home on the bus.
- Any person picking up a child must be listed as an Emergency Contact in the Parent Portal. You may adjust your contacts in the Parent Portal as needed.
- Parents are encouraged to utilize our district's school buses as the safest means of transport to and from school.