



**Hillview Elementary School**  
206 BOULEVARD  
POMPTON PLAINS, NEW JERSEY 07444

Allison Stager  
Principal

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September, 2021

Dear Parents/Guardians:

Arrival and dismissal are busy times of the day and your help is needed to ensure safety and efficiency for all. Traffic procedures will work in the same manner this school year as the last. **Student arrival begins at 8:20 A.M. and school begins at 8:30 A.M.** All first through fifth graders are encouraged to use the “drop and go” lines in the front and back of the school. Hillview is lucky to have the ability to run two car lines which helps minimize traffic build-up on the Boulevard and in our lot. When utilizing the “drop and go” lines, please do not open driver’s side doors. This is very dangerous for you and your children. Students should be able to exit the car independently and get out on the passenger side. If you need to exit your vehicle to walk your student to the appropriate door, kindly park in a lined parking spot and utilize the designated crosswalks.

During the 10 minute arrival time, please adhere to the following:

1. Kindergarten uses the side door near their classrooms for both entry and exit. Kindergarten parents can use the spots on the curb along the driveway or park in the rear lot and use the paved path to walk to the kindergarten doors. You may walk your child to the door, say goodbye, and your child will enter the building. The kindergarten classrooms are the closest rooms to that entrance and students will line up outside their classrooms. Once your child is inside, please return to your car to make room for others to park. In the afternoon, you may stand outdoors and wait for your child to be dismissed before returning to your car. Once your kindergartener has gained familiarity with the building and is able to exit a car independently, you may utilize the “drop and go” line at arrival in the morning.
2. Grades 1 and 2 will enter and exit the school through the front doors. Students will walk directly to their classrooms to line up until 8:30. In the afternoon, you may wait by the front doors until your child is dismissed by the teacher. Hallways will be supervised.
3. Grades 3, 4, and 5 will enter and exit through the rear doors with the same parameters listed above.
4. If you need to exit your vehicle, you must park in a lined spot in either the front or back parking lots. Please do not exit your car and leave it idle while in the “drop and go” line. This slows down the car line and has the tendency to irritate other drivers. Never a good way to start the morning!
5. Students should exit vehicles from the curbside.
6. Please follow and honor the traffic flow, do not cut through cones, and abide by no parking signs. Our security team will be on hand to direct traffic.
7. Be alert for pedestrians and bicycles.
8. Do not park along a yellow curb line, on the grass, too close to the crossing area, or along the road leading into the back parking lot.

Many of you have children that will enter/exit through different doors. Splitting the grade levels alleviates congestion in the hallways and provides a more direct path to the classrooms. If the line for the rear parking lot is backing up or you’re having a rushed morning and can only make one drop off, that’s fine. We implemented this system last year in lieu of having all students convene in the all purpose room and found it to work very well. Thank you for your anticipated cooperation!

Sincerely,

*Allison Stager*

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Principal