

# Lawrence Brook Arrival and Dismissal Procedures

## 2024-2025

### Morning Arrival (8:55 AM)

- **Walkers and Car Riders** (Pre-K to 4) enter the building through Door 34, next to the main entrance.
  - **After 9:05 AM** please go to the main entrance at the front of the building and bring your child to the front office for a late pass.
  - The car line drop off is in the front of the building. The entrance into the parking area at the front of the building is **ONE WAY** entering on Sullivan Way and exiting onto Corona Road.
  - Below is a Google Earth map of the school campus with the recommended staging area for vehicles waiting to enter the parent drop-off zone in the front of the school:



- **Bus Riders** will enter through the Cafetorium Doors at the back of the building.
- **Early Morning Program (EMP):** Our EMP is from 7:00 AM - 8:55 AM. Parents/Guardians may park in the visitor lot in the front of the building and sign their child in at the front entrance of the school. For more information on the EMP go to our website: <https://www.ebnet.org/ost>.
- **All students:** Staff members will be on duty to assist students with safe entrance to the building.

### Dismissal Procedures

**Walkers and Car Riders** are dismissed as follows:

- Kindergarten and First Grade: Exit from Door 34 at the front of the building
- Grades 3 and 4: Exit through the fourth grade doors (Door 26) facing Sullivan Way
- Grade 2: Exit through the second grade doors (Door 33) facing Sullivan Way

*Continued on the following page*

## **Dismissal Procedures (continued)**

- **Bus Riders:** All students who ride the bus home will be called to their bus from the classroom at the end of the school day.
  - Buses will be loaded in the order they arrive at school.
  - It is common during the first week or so of school for bus routes to take longer than anticipated.
  - Please plan to be at the bus stop 10 minutes early each day.
- Students enrolled in the **After School Kids (ASK) Program (3:35 PM - 6:00 PM daily)**
  - Students in the ASK program are dismissed to program leaders at 3:35 PM.
  - Parents/Guardians picking up children from ASK should park in the visitor lot at the front of the school and use the main entrance of the school to pick up children from the ASK program. For more information on the ASK program, visit <https://www.ebnet.org/ost>.
- Change to Dismissal
  - If there will be a change to your child's typical dismissal, please be sure to fill out the daily dismissal change form before 2:00 pm here: [Dismissal Change Form](#).

## **Additional Safety Information**

- **Lawrence Brook Families are asked to follow traffic laws around the school. For example, the following are prohibited: parking in fire lanes, double parking, and making U-Turns on Corona Road.**
- As per the East Brunswick Police Department, no left turns are permitted into the Sullivan Way parking lot between 8:30 AM and 9:30 AM.
- There are no left turns from the front parking lot onto Corona Road between 8:30 AM-9:30 AM and between 3:00 PM-4:00 PM.
- The entrance and exit to the front parking lot will be closed each day between 3:10 PM and 3:45 PM as a safety measure. Please plan accordingly.
- There is a crossing guard at both the Sullivan Way entrance and the Corona Road exit so walkers can approach the front of the school safely from either direction.

**Traffic safety around our school is important to us!  
We appreciate your assistance in helping to ensure  
the safety of our students, parents and staff.**

***Do you have questions about arrival or dismissal? Please reach out to your child's teacher or call the Main Office at 732-613-6871. Thank you!***