



Chesterfield Township School District

30 Saddle Way, Chesterfield, New Jersey 08515
609-298-6900 ext. 1210

Coletta Graham
Principal

Stephanie DiCarlo
Assistant Principal

August 21, 2025

Arrival/ Dismissal Procedures

Dear Parents/Guardians and Students of Chesterfield Elementary School:

We are down to our final week of preparation before school begins. By now you should have seen school buses driving through the neighborhood reviewing student routes.

I would like to address and remind everyone of the drop off/pick up procedures at Chesterfield Elementary School.

If your child will be arriving at school by bus, they will be dropped off in front of the gymnasium doors on Saddle Way.

If your child will be walking or biking to school:

- Everyone must remain on the sidewalk or walking/bicycle path
- PLEASE remind your children to only cross in a designated crossing area. Crossing guards will be posted at Saddle Way/Thorn Lane, Saddle Way/Wright Drive, and Saddle Way/Recklesstown Way from 8:15 am to 8:45 am and from 3:15pm to 3:45 pm. For everyone's safety, we will not allow children or parents to cross through the center island on Saddle Way
- Cross at crosswalks only when safe (wait for all vehicles to stop before crossing)
- If riding a bicycle, wear a helmet and obey all stop signs
- Do not talk to strangers or accept rides from strangers. Report such incidents to the police, crossing guard, school personnel, or an adult immediately
- Entry into the school at arrival and dismissal for walkers will be through the gymnasium & kindergarten doors on Saddle Way (**all doors are labeled with blue numbers**).
 - Pre K, K and 1st grade students will enter and exit through door #7 (Closest to small parking lot)
 - 2nd and 3rd grade students will enter and exit through door #4 (Gymnasium Door)
 - 4th 5th and 6th grade students will enter and exit through door #3 (Gymnasium Door)

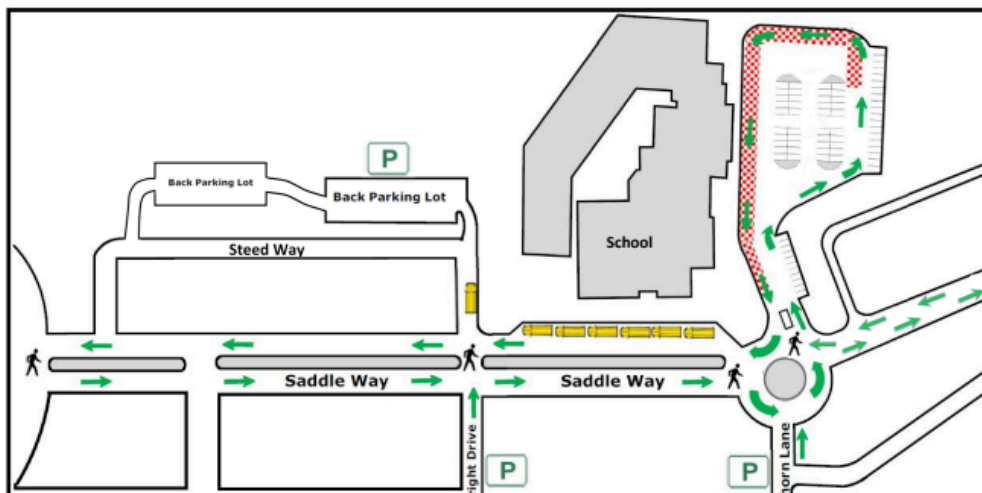
If you are driving your child to school, you must be aware of the following:

- Please schedule your mornings to arrive at the school no earlier than 8:30 a.m. unless your child is registered for Champions
- Once you have arrived on the school grounds, you will enter the main parking lot (by the guard shack) and stay to the right to keep the line of traffic moving
- If there is a gap between your vehicle and the one in front of you, please pull forward
- Do not pass any vehicles in the drop-off line, doing so is unsafe for anyone walking in the parking lot. Stay in line until you exit the school property
- No child is to be let out of the car until you are parked along the sidewalk and the line of traffic has stopped. There will be Chesterfield School faculty and safety patrol members there to help your child get into the school quickly and safely
- Once you reach the sidewalk and have come to a complete stop, please have your child exit your vehicle on the passenger side. Do not wait until you reach the front of the line or right in front of the All Purpose Room to drop off your child. Following these rules will expedite the process for everyone. All it takes is for one parent that waits to drop off their child at the “door” to delay the rest of the parents that are adhering to the rules
- As the driver, do not get out of your car to open the car door for your child. This only prolongs the drop-off process. School staff can assist here
- To reduce confusion and maintain traffic flow, parents/ caregivers must stay with their vehicles. Do not leave your vehicle parked along the sidewalk and proceed into the school with your child
- If you need to enter the school with your child, you must park in a designated spot in either of the two school parking lots or legally along nearby roadways (Thorn Lane, Stevenson Lane, Wright Drive)
- Drivers need to be alert to the pedestrian and bicycle traffic around the school and need to make sure they travel no faster than the posted speed limit of 25 MPH within the neighborhood. They must stop at all stop signs and they must stop for pedestrians and cyclists at all crosswalks.

Morning Drop Off Route



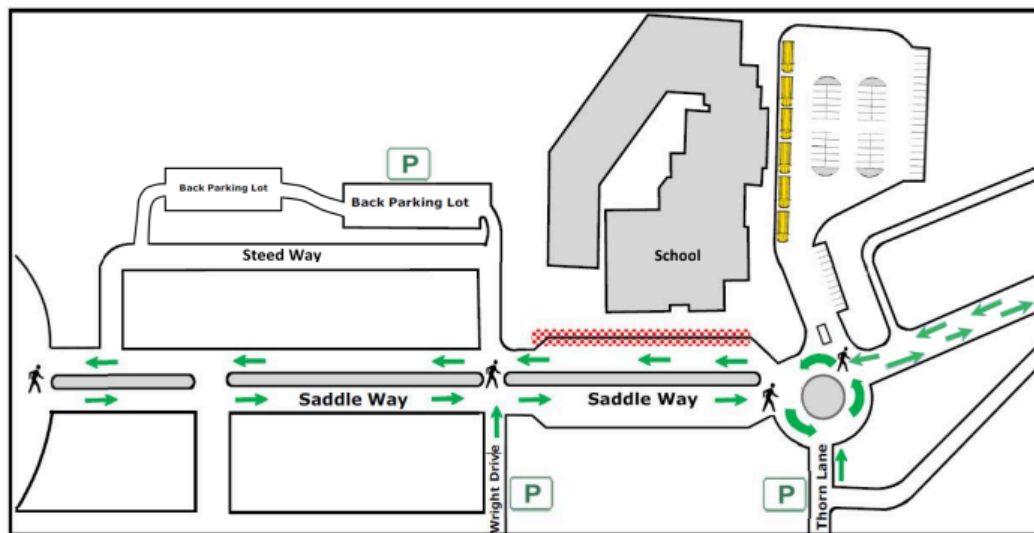
Dismissal



Dismissal from school begins at 3:10 pm and ends at 3:20 pm. Bus students will board buses from the sidewalk in the main school parking lot. All other students will exit the school from the gymnasium or kindergarten doors on Saddle Way. Kindergarten and first grade parents/guardians must meet their child at the kindergarten and first grade doors (door #7). Second and 3rd grade will exit from door #4 and 4th,5th, and 6th grade will exit from door #3. The teachers will dismiss the children directly to each parent/guardian. Parents arriving in a vehicle to pick up their children should either park in the Pick-Up Area on Saddle Way or in a designated Parking Area (see below map). We strongly suggest the use of the back parking lot at the end of Wright Drive and Steed Lane. No parking is permitted within any intersection, including the circle at Thorn Lane. No parking is permitted within 50' of a stop sign or 25' of a crosswalk or 10' of a fire hydrant.

If your child is not picked up by 3:20pm, he/she will be sent to the main office. You will have to come inside the office to pick up any late students. Champions services may be utilized at the Champions' rate.

Afternoon Pick Up Route



Thank you for your cooperation. We look forward to seeing you on the first day of school on Thursday, September 4th.

Sincerely,

Mrs. Graham
Principal