Pine Brook School

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Parent Drop Off/Pick Up/Tardy Procedures

Our mission in the Manalapan-Englishtown School District is to provide our students with an outstanding education in a safe, secure, and nurturing environment. One important area that falls under the umbrella of school safety is dismissal at the end of the school day. We have established numerous procedures and precautions to ensure that students are dismissed from school and are delivered home in a safe manner by our transportation department. In addition, parents who routinely drop off children in the morning or pick their children up early from school compromise our ability to maintain the safety of all of our Pine Brook School students.

Further, as Board of Education Policy states: "…the early dismissal of students is detrimental to the student and the school program in that it: a) shortens the student's day and disrupts the routine; b) disrupts and distracts from other responsibilities of the school staff; c) creates a safety hazard due to the interference with school bus traffic."

As a result, we are asking that parents do not drop students off in the morning or pick their children up from school in the afternoon unless it is absolutely necessary. For those parents who feel that they must transport their children to school at the beginning of the day or home at the end of the day, please follow the procedures below.

Parent Drop-Off Procedures
Since buses will be unloading in front of the school, please make all drop-offs in the back parking lot beginning at 8:45 AM. There will be no cars permitted in the front driveway when buses are present. When dropping off children in the morning, please drive to the rear of the school and turn left. Go all the way to the end and make a u-turn, following the directionals, and pull all the way around to the side of the building. You will then let your children out, schoolside, at the direction of the staff member present. Please ensure your children have all materials gathered and your child is prepared to make the quickest exit possible. Please do not release students from the car prior without there being a staff member present to monitor the safety of the children. We will be working to release students from cars quickly and efficiently to maintain a steady flow. Please remain in line and do not pull around other cars as it impacts our ability to maintain a safe drop-off environment.

Tardy Procedures
No cars will be allowed to enter the front loop during morning arrival. Please remain in your car, but be sure your child enters the front of the building before leaving the premises. Students who arrive to homeroom after 8:54AM are considered tardy. The student will receive a late pass from the Main Office. If you are not using District transportation, please be sure your child arrives at school as close to 8:45AM as possible. Consequences to be assigned when students exceed 4 tardies in a trimester.

End of Day Parent Pick-Up Procedures (3:04pm)

1) Parents/guardians **must** send a note into school that the homeroom teacher will give to the Main Office notifying when they are picking their child up. For parents who pick up their child every day or on a specific day each week, one note will be sufficient for the entire year. Should this schedule change, however, written notification from the parent will be required. <u>It will still be important to remind students before they arrive to school that they are being picked up from school on any given day.</u>

2) Please make sure your note has the following information:

a. Child's first and last name
b. Name of child's homeroom teacher
c. Date of pick-up
d. The first and last name of the person picking the child up
e. Signed with first and last name of person writing the note

3) Beginning at 3:00, please drive to the rear of the school and turn left. Go all the way to the end and make a u-turn, following the directionals, and pull all the way around to the side of the building. Remain inside your car. Students will be walked outside and released in the order in which the cars are lined up. **Please note, as this is a middle school, we will not be checking identifications for parent pickup. Students will be identifying the car, and will be dismissed so long as the child is on the parent pick-up list.** It is essential to student safety that you remain in the car line, and do not pull around any other car.

Please be advised that your child will be sent home on the school bus if no note was received that day, or if we do not have a weekly/daily note on file for the current school year.

In the event you do not pick up your child at dismissal time, the principal or designee will attempt to contact you using the district's emergency call procedures. Your child shall be supervised by school staff in the Main Office and will only be released when you or your designee arrives and signs your child out of school. Please ensure that all designees can produce proper identification.

NOTE: Please send a note to the school for any change in a child's normal dismissal/pickup routine.

Early Dismissal Parent Pick-Up Procedures
Before school, please provide your child with a note that indicates the date, time and pickup person, as well as the reason for the early dismissal. Your child will need to provide this information to his/her/their first period teacher. When you arrive, please ring the bell, indicate who you are and wait for a staff member to verify your identity. The staff member will bring your child outside to you where an additional license verification will be done. Be sure to have a proper ID with you for pickup of the student. Please be prepared for the weather.

Thank you for your cooperation. We know that these procedures will secure our instructional time and allow for a safer and more orderly student arrival and dismissal each day.

Sincerely,
Julie Szustowicz
Julie Szustowicz
Principal