



Ignacio Cruz Early Childhood Center

601 Cortlandt Street

Perth Amboy, New Jersey 08861

732-376-6250

Dr. Michelle Loconte, Principal

Arrival and Dismissal Procedures: Walkers

For students who are walking or dropped off by car, please adhere to the following:

Arrival

- Students brought to the school should be ready to enter when doors open at 8:00 AM. Students arriving after 8:15 AM will be marked late. Please make every effort to bring students on time to maintain consistency in the morning routine.
- Students and parents should wait outside of Door 1 (Main Entrance) for student arrival. Please keep the doorway clear until it is opened. Only students will be allowed to enter the building. Parents will remain outside.
- All staff and visitors entering the building at any time of the school day must pass through the Weapons Detection System and sign in with security. All visitors must have identification.

Dismissal

- Students who are picked up at school will be dismissed through Door 1 (Main Entrance) at their designated Classroom Cone.
- **For the safety of our students, only designated adults (aged 18 and over) that are listed on the emergency card are authorized to pick up a student, unless a note has been written by a parent or guardian. All authorized adults must bring proper identification to release the student to their care. *Students will not be released to anyone under the age of 18.***
- Dismissal begins at 2:25 PM. Please inform the adult who is picking up your student of the dismissal time. It is important that all authorized adults arrive **on time** for dismissal pickup.
- You may also decide to place your student in a before or after care program with a provider. Please reach out to the provider of your choice for more information.

Early Pickup

- If you are picking up a student earlier than the dismissal time of 2:25 PM, please notify the student's classroom teacher or call the main office before 1:45 PM.



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Arrival and Dismissal Procedures: Bus Students

For students who are taking the bus, please adhere to the following:

Arrival

- It is recommended that if a student is assigned to a bus, they should ride the bus starting on the first day of their transportation assignment.
- Student school entry tags must be visible. You can affix the entry tag to the student's backpack so that it may remain intact throughout the school year. No student will be picked up without an entry tag or with a tag from the previous school year.
- Please be at your assigned bus stop at 7:15 AM for arrival.
- Parents/guardians/approved student pickups must walk the student to the bus. Bus aides are not allowed to exit the school bus to retrieve a student.
- The school bus will not blow the horn. The bus will wait three minutes before driving to the next stop.

Dismissal

- Please be at your student's assigned bus stop at 2:15 PM for dismissal.
- **For the safety of our students, only designated adults (aged 18 and over) that are listed on the emergency card are authorized to pick up a student off the bus, unless a note has been written by a parent or guardian. All authorized adults must have proper identification with them at the bus stop to release the student to their care. *Students will not be released to anyone under the age of 18.***
- Parents/guardians/approved student pickups must meet the student at the bus door to receive the student at the end of the school day. Bus aides are not allowed to exit the school bus.
- The school bus will not blow the horn. The bus will wait three minutes before driving to the next stop. If no designated adult is waiting for the bus, the student will be brought back to Ignacio Cruz and can only be picked up by a parent/guardian/ approved student pickup on the emergency card.
- Bus students will be sent home on the school bus, unless a note is sent, emailed, or is communicated with the teacher by the student's parent/guardian.
- Please make every effort to consistently send and pick up your student from the bus.