

M. SCOTT CARPENTER ELEMENTARY SCHOOL
ARRIVAL/DISMISSAL PROCEDURES

Welcome back. We hope everyone had an enjoyable summer and we look forward to seeing everyone on Thursday, September 5, 2019.

Arrival

- Please note that arrival time is 8:50-9:00 a.m. and there will not be supervision outside until 8:50 a.m. when the bell rings.
- Please do not drop your child/children off unattended until these times.
- All students who ride the bus will enter through the front door regardless of their grade.
- Students in grades 1, 2, and 3 will enter through the front door.
- Students in grades 4 and 5 will enter through the side door near the playground.
- Students in kindergarten for Thursday, 9/5/19, and Friday, 9/6/19, will line up on the blacktop and meet their teachers on these days only.
- Starting on Monday, 9/9/19, kindergarten students will enter through the side door near the playground.
- Please note there will be teachers stationed both inside and outside of the building to assist students.
- Any child who is not in their classroom by 9:00 a.m. will be considered late and **must be escorted by an adult to the Main Office to be signed in**. Please do not drop them at the door to enter themselves.

Dismissal – Dismissal starts at 3:15 p.m.

- **Kindergarten, first, second, and third grade students will be dismissed onto the blacktop.**
- Students in fourth and fifth grade will be dismissed at the corner.
- At 3:10 p.m. parents/guardians may begin to walk down to the blacktop area and wait for their child/children to be dismissed by the teacher.
- Staff members will be stationed at the corner and crosswalks to assist with dismissal procedures.
- When you have your child/children, please stay to the right on the side as you exit to allow room for other parents/guardians to walk down and pick up their child/children.
- Please don't crowd the corner or block it with strollers.
- Please make sure your child is aware of where you are going to meet them.
- Refrain from bringing any pets as some children are fearful or allergic to animals.
- For parents/guardians who have children in both the lower grades (K-3rd) and upper grades (4th-5th), you are encouraged to first pick up your younger child/children by the blacktop area of the school and then walk back up to Cindy Street to wait for your older child/children.
- Please adhere to all instructions given by the crossing guards.
- **If on any day your child's dismissal procedures are changed (not taking bus, not going to aftercare, different pick-up person), a letter must be sent to the teacher.**
- **Last minute changes** may be called into the Main Office.
- Because of the high volume of parents/guardians picking students up on the first couple of days, we encourage that only one adult takes their child/children off the line to avoid overcrowding. Other family members may wait off to the side, but not on the pick-up corner.
- Please refrain from having a conversation with your child's teacher during dismissal. They are responsible for the safety of all their students and their full attention needs to be focused on making sure each student is accounted for. Staff members can always be reached by calling the Main Office, email, or asking if you can speak to them once they are finished with dismissal for all their students.
- Parents must supervise their children at all times on the playground.
- No child will be dismissed to a parent or guardian who is waiting on the playground area.
- The Old Bridge Township After-Care Program uses the playground and blacktop immediately after school is over.

Bus Students

- Students need to be at their bus stop at the designated time. If you are not visible the bus will leave.
- Parents/guardians need to be at the stop when the bus arrives home or the bus will return your child/children

to school and you will need to come pick them up.

- If the pick-up person changes, please notify the school and the driver.
- Please adhere to all bus regulations and safety rules outlined by the bus driver.
- If students miss the bus in the morning, or are not taking the bus in the morning, parents are responsible for bringing them into the building.

Morning Care/After-Care

- The building does not open for Morning Care before 7:00 a.m.
- Students are to be escorted to the gym and signed in by an adult.
- At the end of the school day, After-Care students are escorted to their designated location by After-Care staff.
- Pick-up from After-Care is no later than 6:00 p.m. sharp.
- If a student is signed up for a certain number of days and will not be staying for a particular day, **a note to that effect is required**. Without a note, the student will not be released from the building and an adult will have to come and get them.

Please review these procedures. A copy can be found on the Parent Portal and on Carpenter's Virtual Backpack.

Please contact the school if you have any questions. We always welcome any suggestions or ideas.

It is very important that you call and leave a message with the Health Office (732-360-4450) if your child is going to be late or absent. If you know this the day before, please send in a note notifying the school. If you are picking up your child/children early, please send in a note so the teacher can have them ready to leave when you arrive.

Please be patient since it does take a couple of days for our new families to get used to our arrival/dismissal procedures. We look forward to a happy, successful and productive school year.