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August 31, 2011

Dear Parents,

After some careful observations and listening to many concerns, we again need to address several issues concerning the drop off and pick up procedure and rolling release because the correct procedures are not being followed and parents may not be aware.

Please read this carefully, and share this procedure with everyone who might be involved in transporting your children.

Drop Off Procedure

- Every child who is being driven to school is to be dropped off in the morning by using the cobblestone driveway. (Bruce T. Dreher Lane)
- The driver must pull all the way to the fence of the Grinnell Estates.
- The driver does not get out of the car. This causes major problems.
- The child exits the car and driver continues to exit to County St.
- No cars are allowed to park in the parking area designated for residents of the Grinnell Estate. This has also become quite an issue and I have been informed that cars will now be towed away.
- No cars are to drive through the cones to drop off children rain or shine who are late. School begins promptly at 8:10am, if your arrival time is after 8:15 A.M., you must drop off your child at the front door and he/she will be marked tardy. The back doors will be locked at all times. Please do not ring the doorbell at the back doors as no one will allow you in this way.

Pick Up Procedure

- Our dismissal time is at 2:30 for all students, parents are reminded to park their vehicles in the schoolyard in a manner by which all necessary space is used. We are at a disadvantage of having limited parking area; so please park your cars appropriately. Please do not block others in the lane of traffic.
- Students are dismissed out the back doors of the school. All students will proceed in line up to the front of their respective areas.
- Please do not block the entrances or stairway to grab your child as this causes confusion for teachers and students.
- Parents must exit their parked vehicles and pick up their children and escort them back to their cars. No child will be allowed to walk to their cars unattended.

- Parents must enter by using the cobblestone driveway (Bruce T. Dreher Lane) and exit out the opposite side of the building, these are two one ways.

Rolling Release

- During heavy rain storms or snowstorms, we will begin releasing students at 2:10pm on an on call basis.
- All students will be released by the PreKindergarten door, all students will remain in their classrooms until their names are called.
- Parents must come to the PreKindergarten door and inform school personnel who they are picking up so that an announcement can be made to call children out of class.
- Any students not picked up by 2:40 will be sent to extended care

In addition if you are coming to the school during the school day please use the front door, the first thing we will be changing is the way in which volunteers, visitors, and students enter the main door after the bell has rung. From now on as you buzz at the front, our staff will first ask who it is, please respond so that you will be allowed in the building. Additionally if you are in the building please do not open the door for anyone as our office staff will let them in, we have also spoken with the students regarding this matter. Any individual who is coming to the school at any point in time during the day must come in through the front door and will need to sign in and wear a visitor's badge, so that students and staff are aware you have checked in and are visiting.

Secondly we will need a note from you the parent if your child is going home with a friend. This is another safety issue we are working on. Many times students will inform teachers they are going home with a friend but we have no written notification. As per our student handbook "For your child's safety it is required that only parents or guardians, who are listed on the emergency forms, may pick up their own children. NO STUDENT IN ANY GRADE is permitted to be picked up by another party without the written permission from the student's parent/guardian. Notes regarding these alternative arrangements must be brought to the office before the start of school on that day. If arrangements change during the school day, please call the office. We will not be able to release your child to another individual who is not listed on the emergency form without written notification.

If you plan on picking your child up before 2:30 they must be dismissed to the main office and the adult must fill out our dismissal form.

Please observe these guidelines in order for us to maintain your child's safety. And as always if you have any questions or concerns, please do not hesitate to call me.

God Bless,

Cristina Raposo
Principal