

**GUIDELINES FOR MORNING ARRIVAL AND AFTERNOON DISMISSAL**  
**GRADES K THROUGH 8**

>>>>> IN THE MORNING:

- Car passengers morning drop off is strictly between 7:15 and 7:40am at the side driveway and side entrance to the cafeteria hallway. There are two teachers “on duty” here: one monitors the door; one monitors the cafeteria.
- There is absolutely NO PARKING in the drop off driveway - except for the three legally marking parking spaces. Please stay to the right and use extreme caution as you pass through the area.
- Between approximately 7:20 and 7:30am, bus passengers are dropped off at the main entrance. Those students are buzzed in and proceed to the cafeteria.
- At 7:40am, the side driveway door must be closed and locked. At that time, all students are with their teachers at class tables in the cafeteria. Together, students say morning prayers, the Pledge of Allegiance and hear important announcements. The children really benefit from this gathering time together – please arrive on time so that he/she is an active citizen in our morning program.
- After 7:40am, kindly drive around the building, park legally and enter through the main entrance. Please ring the bell to be buzzed in. Students from K-8 must check in the main office. It is very important to check in the office so that we have accurate attendance information on each child in the building.
- *K-8 students/siblings must not enter through the early childhood entrance.* In order to have our preschoolers and pre-kindergarteners have the best start to their morning, they need to have a streamlined, well-ordered environment to start the day. Having excess “traffic” in the hallway is detrimental to the orderliness that is essential to that age-group operation.
- If you have children in both program levels, we suggest that you drop off the older child to the cafeteria first, drive around the building and park near the fenced-in playground and then escort your younger child into the preschool or prekindergarten room. Please do not have older children enter through early childhood. If you are running late, drop off your older child at the main entrance and then, park and escort your younger child into his/her early childhood classroom.
- After checking in with the main office, a staff member will walk any late-arriving child directly to his/her classroom. We respectfully ask that parents do not visit the classrooms once the school day has started. By 8am, classwork for all of the other students and teacher is well-underway and should not be interrupted.

>>>>> IN THE AFTERNOON:

- At 2:40pm, kindergarten students exit via the doors near the fenced-in play area. Teachers escort children into their parent’s/guardian’s care.
- Kindergarten bus passengers wait with a teacher in the main lobby to join the bus exit line of older students.
- General car passenger dismissal is via the early childhood door also. Teachers watch that each child is met by a parent/guardian.
- All bus passengers exit the building via the door that is between the main entrance and the gym. There is a teacher on supervision duty present at that exit.

**AT ALL TIMES OF THE DAY, PARKING IS PROHIBITED, CURBSIDE, IN FRONT OF THE BUILDING.**

Please do not use this prohibited area even for a quick drop off

**PARKING CURBSIDE IN THE SIDE DRIVEWAY IS STRICTLY PROHIBITED. IT IS A FIRE LANE AND USED ONLY FOR DROP OFF.**

The Parsippany Troy Hills Police and Fire Departments have asked us to strictly enforce this very important safety measure. Thank you for adhering to these rules.

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**GUIDELINES FOR MORNING ARRIVAL AND AFTERNOON DISMISSAL**  
**PRESCHOOL AND PREKINDERGARTEN**

>>>>> IN THE MORNING:

- Morning drop off is strictly between 7:30 and 8am at the early childhood entrance. Please ring the doorbell to enter. There is a staff member available only until 8am to monitor the hallway and open the early childhood door.
- After 8am, any late-arriving early childhood student with a parent/guardian must be buzzed in to through the main entrance. These students must check in the front office for importance attendance record purposes. Please wait for Mrs. Dembek or another staff member to check in the student.
- A staff member will escort your child to his/her classroom and see that he/she is settled in with the teacher. It is not necessary for a parent/guardian to do this. Our cheerful support staff is present to assist with these daily functions.
- We respectfully ask that parents do not visit the classrooms once the school day has started. By 8am, classwork/activities for all of the other students and teacher is well underway and should not be interrupted. Every time a late arriver joins the classroom after 8am, routine and activities may be broken-up and then re-grouping (physically and mentally) must take place.
- K-8 students must not enter through the early childhood entrance. In order to have our preschoolers and pre-kindergarteners have the best start to their morning, they need to have a streamlined, well-ordered environment to start the day. Having excess “traffic” in the hallway is detrimental to the orderliness that is essential to that age-group operation.
- If you have children in both program levels, we suggest that you drop off the older child to the cafeteria first, drive around the building and park near the fenced-in playground and then escort your younger child into the preschool or prekindergarten room. Please do not have older children enter through early childhood. If you are running late, drop off your older child at the main entrance and then, park and escort your younger child into his/her early childhood classroom.

>>>>> AT 11AM DISMISSAL:

- At dismissal, preschool and prekindergarten students exit via the doors near the fenced-in play area. Teachers escort children into their parent’s/guardian’s care.
- Preschool and prekindergarten after care students join together in the preschool room with their after care teachers and assistants.

>>>>> AT 2:30PM DISMISSAL:

- Preschool and prekindergarten students will exit via the side door of the preschool classroom. Teachers escort children into their parent’s/guardian’s care.
- Preschool and prekindergarten after care students join together in the preschool room with their after care teachers and assistants.

PLEASE DO NOT LEAVE YOUR CAR IDLING when you accompany your child into or out of the building.

PLEASE DO NOT LEAVE YOUNGER CHILDREN IN YOUR CAR when you accompany your older child into or out of the building. In NJ, leaving a child unattended in your vehicle is considered abuse/neglect.

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