

NORTHVAIL SCHOOL DISMISSAL PROCEDURES

Students are dismissed at 3:15 P.M. on Full Days and at 12:45 P.M. on One-Session/Early Dismissal Days. In the case of an unscheduled early dismissal due to inclement weather or other emergency, parents will be notified of the time of dismissal by way of the PTA phone chain. Information will also be posted on the district's website, www.pthsd.k12.nj.us.

Bus students will assemble in their respective bus lines in the All Purpose Room and will be escorted by a teacher to their bus upon its arrival.

Walkers in grades **K - 1** will be dismissed from the primary wing back door and will be individually released by the teacher and/or aide directly to a parent or parent designee (as set forth in writing by the parent), who may then escort the child home either on foot or by car.

Walkers in grades **2 - 5** will be dismissed from the primary and intermediate wing doors and will be released by their teachers as a group to either walk home on their own or wait for a parent or designee at the cone with the red flag.

Students who have been authorized to walk home unescorted, will be instructed to walk home directly.

Students who have not been authorized to walk home unescorted will be instructed to wait for their parents (or designee) at the cone with the red flag that will be on the playground blacktop. A staff member will supervise students and bring any students remaining at the red flag to the main office. If you do not see your child on the playground blacktop at the designated meeting area, please proceed to the main office. Please do not enter the building to meet your child at dismissal.

If you plan to escort your child home by car, please adhere to the following procedures:

Afternoon Dismissal Procedures

Grades K-5

- Park in the parking lot or side street and proceed to the blacktop by the playground to pick up the student.
- Walkers will be dismissed only from the back doors of the building.
- Please accompany your child to your car.
- Children will not be permitted to meet you in the parking lot.
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Grades 3,4,5 (without getting out of your car)

- Please pull your car along the sidewalk in the front of the building and remain waiting in your car since the sign states "No Parking."
- Be sure your child knows where you plan to pick them up at dismissal.
- After your child is safely in your car and seat belted in, you may exit by proceeding around the U driveway. Please do not drive through the parking lot.

Please remember: No car should be left unattended in a fire zone or parked behind other cars in the parking lot, preventing them from exiting the school grounds.

Any students who have not been picked up by 3:25 PM will be brought to the Main Office. Those picking up after 3:25 PM will have to report to the Main Office and sign their child out.

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS
STUDENT DISMISSAL
NORTHVAIL SCHOOL

Student's Name: _____
Last First

Grade: _____ Teacher: _____

Northvail _____ School's student dismissal is at 3:15PM On Full Days and
12:45PM On One-session/Early Dismissal Days.

My child: (check one):

- Attends the SKIP after school program. I understand that the SKIP Program is canceled on unscheduled Early Dismissal Days (i.e. snow/weather related). I will advise the school of the arrangements I have made for my child under those circumstances.
- Rides a Bus or Van.
- Is a Walker.

If your child is a Walker, please check one of the following:

- My child is authorized to walk home unescorted.
- My child is not authorized to walk home unescorted. I or my designee will meet my child at dismissal time and either escort my child home on foot, or by car. I/my designee agree/s to be on-time for student dismissal and to follow the dismissal procedures.
- Other. A detailed note is attached.

These arrangements are considered permanent for the entire school year. I understand that I must provide the school with advance written notification of any changes to my child's dismissal arrangements.

I have received and carefully reviewed the following attachments:

- ✓ School District Calendar
- ✓ List of Elementary Scheduled Early Dismissal Dates
- ✓ Dismissal Procedures
- ✓ District after school Program (SKIP) Information

Parent/Guardian Name/s (Please Print)

Parent/Guardian Signature/s
jfb/Dismissal/Form

Date

PLEASE RETURN FORM TO YOUR HOMEROOM TEACHER