

## ARRIVAL AND DISMISSAL PROCEDURES

(2018-2019)

### Arrival – ALL STUDENTS: Primary School (2<sup>nd</sup> & 3<sup>rd</sup> Grade), Lower School (4<sup>th</sup> & 5<sup>th</sup> Grade), Middle School (6<sup>th</sup>-8<sup>th</sup> Grade)

All students should be dropped off at the Main Building and follow the procedures detailed below.

7:30-7:50 am arrival: Students arriving prior to 7:50 am should enter the building via the door with the buzzer, closest to the Main Office. Upon entering, they should wait in the lobby area. A staff member will accompany students to the gym for a supervised “Early Bird” *no earlier than 7:50 am*. School begins promptly at 8:15 am and attendance is taken either in homeroom or at the Tuesday Morning Meeting.

*Please note:* Students may not enter the building prior to 7:30 am. There is only limited supervision between 7:30 and 7:50 am.

7:50-8:15 am arrival: Students should enter the double doors on East Lane and go directly to the gym upon arrival. Lower School and Middle School students will leave to go home through this same door.

After 8:15 am: The following procedures are designed with the safety and security of your children in mind.

- Any student arriving after 8:15 am is considered late.
- **All students must report to the Main Office before going to class. They will be issued a late pass and should turn in any doctor’s notes explaining their lateness.** Students must immediately present the late pass to their homeroom teacher—either in their homeroom classroom or at Morning Meeting.
- Primary School (2<sup>nd</sup> and 3<sup>rd</sup> grade) students will be escorted to The Annex by a staff member. Please *do not* drop your child off at The Annex prior to signing in at the Main Office.
- If you are caught in traffic, please call the office, if possible, to alert the school. Upon arrival, the student **must** check in at the office for a late pass if he/she arrives after 8:15 am. The student should take the late pass to the homeroom teacher before going to class. **Late arrivals due to traffic are not considered excusable lates.**
- If your child takes a bus, please inform the school if the bus is late. The office can then anticipate a late arrival.
- If a student does not arrive before 11:00 am, he/she will not be credited with attendance for the day. **Arrival after 11:00 am is considered an absence.**

### Dismissal

#### *General Important Information about Dismissal*

- Please do not line up on East Lane prior to 2:50 pm. The Nursery School is wrapping up their dismissal, and we need to keep the road clear for them. You may wait in the lower lot across from the church should you arrive earlier than 2:50 pm.
- There is often a lot of traffic and congestion at dismissal. We ask that drivers remain patient and follow the instructions of our experienced “traffic control staff” who know how to keep the car line moving in a safe and equitable fashion. You will likely be asked to move as far down East Lane as possible prior to having your child get into the car - even if your child is standing right in front of the building. The children are also directed to walk down the sidewalk along East Lane. The goal is to keep the line moving and to get as many cars off Highland Avenue as possible.
- Occasionally, the school receives on-site observations from the Millburn Police Department; thus, we ask that parents obey all standard driving regulations.
- **Note About Car Services:** Under no circumstances will we put a child into a car driven by a car service (e.g. Uber, Lyft,) unless there is an adult in the car, other than the driver, who is familiar to the child and approved by the parent(s).

*Dismissal Procedures detailed on the following page.*

### Dismissal Procedures

- *Primary School (2<sup>nd</sup> & 3<sup>rd</sup> grades) Dismissal*  
Primary School students will be dismissed from the circular driveway in front of the Annex at 2:45 pm. After 2:55 pm your child must be picked up at the Main Building.
- *Lower School (4<sup>th</sup> & 5<sup>th</sup>) Dismissal*  
Students in the 4<sup>th</sup> and 5<sup>th</sup> grades (unless they attend Homework Center or an after-school class) will be dismissed at 3:05 pm through the double doors at the Main Building.
- *Middle School (6<sup>th</sup>-8<sup>th</sup> grade) Dismissal*  
All Students in the 6<sup>th</sup>-8<sup>th</sup> grades (unless they attend Homework Center or an after-school class) will be dismissed at 3:15 pm through the double doors at the Main Building. ***Please do not get into the pick-up line prior to 3:10 pm. The line will move more quickly and efficiently if Middle School cars do not hold up Lower School dismissal.***
- *Carpools*  
All carpools will be dismissed from the Main Building beginning at 3:15 pm. Primary school students who are in a carpool will be walked up the hill for dismissal. ***Please plan your arrival accordingly so that the dismissal line is not held up while waiting for older students.***

### Pick-Up After 3:20 pm

Staff supervision at dismissal concludes at 3:20 pm. If a student has not been picked up by that time, he/she will be sent to Homework Center and charged accordingly at our standard rate of \$25 per session.

### Early Pick-Ups

***All appointments must be scheduled after school. Please note that students will not be dismissed for an early pick-up after 2:30 pm.*** If it is impossible to schedule an appointment after school, you must try to select a time that has the least impact on your child's schedule.

Students will be dismissed early *only* with a notice in writing from a parent. The note is to be given to the homeroom teacher who will transfer it to the office. If a child brings in a note and is going home prior to the end of the school day, he/she must wait in the office. *The parent must sign-out the student in the Log Book kept in the office.*

### Last Minute Appointments

We will not dismiss children for an early pick-up after 2:30 pm. Specials like gym, art and music often take place away from the Main Building. Without prior notice, we cannot guarantee that your child will be available to leave school upon your arrival.

### Playdates

Students need to provide the office with a written note signed by their parent if they will be going home with another student. The note must state the name of the child with whom they are leaving. The note is to be given to the homeroom teacher who will forward it to the office. Office personnel will not make calls to arrange playdates.

### ATTENDANCE

- Winston's attendance policy is consistent with those set forth by the State of New Jersey for public schools.
- All students are expected to attend school except in case of illness. **Please call the school by 8:15 am each day if your child will be absent.**
- Students are considered late if they are not in their homeroom seats by 8:15 am.
- If your child *must* be absent for a reason other than illness, please call the main office to provide the appropriate information.
- Students must be in school a minimum of 4 hours to get credit for the day.
- Arrival after 11:00 am. is considered an absence.
- Students who leave school prior to 11:00 am and do not return will be marked absent.
- The office will call home to check on any student who is absent and unaccounted for by 9:00 am. Please be sure to call the office if your child will be absent or late.
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- ***If a student is late more than three times***, the Main Office will contact parents to work out solutions for avoiding future lateness to school. In addition, arriving on time for Morning Meeting (normally every Tuesday) is as important as arriving on time every other school day. Attendance is taken at Morning Meeting.
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- ***\*See Appendix 1 in the Student Parent Handbook for specific details about what constitutes excused/unexcused absences, late arrivals, and the Attendance Policy.***