

ARRIVAL AND DISMISSAL PROCEDURES  
ST. JOSEPH SCHOOL  
2015 - 2016

GENERAL PROCEDURES -- PLEASE READ CAREFULLY

- All families for whom bus transportation is provided should endeavor to have children ride the bus whenever possible. *You should transport your children to or from school only if absolutely necessary.*
- Families for whom no bus transportation is provided are encouraged to car pool if possible.
- A laminated name sign will be provided for each family. *It should be placed in the window on the passenger side of your vehicle.* This is especially important for dismissal to run smoothly and efficiently.
- **For the safety of all our children, please do not use your cell phone during arrival and dismissal.**
- *Vehicles enter only from New Street.* The Route 24 / Main Street entrance will be reserved exclusively for buses from 6:45 - 7:15 AM and from 2:00 - 2:45 PM.
- **Pre-K4 arrives between 8:15 and 8:30.** Vehicles *enter only from New Street*, turn left in front of the school, and proceed around the front of the building. Pre-K4 parents turn left at the second parking lot driveway in front of the church (just before Rt.24 / Main St.) and make another left turn to be immediately in front of the Pre-K4 building. Please wait in the car line until Mrs. Kwasnik or Mrs. Collett opens the Pre-K door to assist children in getting out of cars. Dismissal at 1:30 PM is the same procedure.
- If you should have to park your car for any reason to enter the school, please note that large sports utility vehicles will be prohibited from parking in the area between the west wing of the church and the side of the lot closest to the school. Parents are not permitted to park in the parish parking lot

ARRIVAL: Grades K to 8 ~ 7:00 to 7:15 AM

- *Please do not arrive earlier than 7:00.* There will be no supervision available before that time. Do not permit any students, no matter their ages, to wait outside without an adult present.
- *Vehicles enter only from New Street*, turn left in front of the school, and proceed to the side entrance of the church. A faculty member will be at the side entrance starting at 7:00 AM to greet the children. Children will assemble in the gym from 7:00 to 7:15 AM at which time they will be sent to their classrooms. Prayers will start at 7:25 AM. At 7:20, the staff on morning car/bus duty will close the church doors and go inside. *Families arriving after 7:20 AM will have to park their cars and bring their children into the building to be signed in. Students arriving after 7:20 will be marked "tardy". It is extremely important for children to arrive at school on time. If a child is late three times during a marking period, a warning will be sent home. Upon the 5<sup>th</sup> tardy notice in a marking period, a call by the principal will be made to home to schedule a mandatory meeting to discuss an "Attendance Improvement Plan."*

DISMISSAL: Grades K to 8 ~ 2:15 to 2:25 PM

- Buses will board first in the front of the church.
- No earlier than 2:00 PM, cars will enter from New Street and the first car must stop at the intersection of the side and main driveways and wait to be instructed by a faculty member to proceed forward. When the buses have departed, cars will be instructed by a faculty member to turn right and line up single file along the curb outside of the cafeteria. Students being transported home by car will be dismissed from the back of the school.
- When the car line extends onto New Street, please be courteous of our neighbors and do not block their driveways. Please note that double parking or standing in non-parking areas will not be permitted on New Street or Main Street. The Mendham Borough Police Department has informed us that they will ticket anyone not following these ordinances.
- Children will be boarded into vehicles from the sidewalk only. Therefore, please be sure doors are unlocked on the driver's side. If you have another passenger/s in the back seat, please have them already sitting on the driver's side.
- For safety reasons, drivers and passengers must remain in their cars during dismissal. There is limited sidewalk space needed for the children. Please do not pick up your children from the gym.

*Thank you for your help and cooperation.*