



Winslow Township Elementary School #4
541 Kali Road
Sicklerville, N.J. 08081
(856) 728 - 2440



Lori S. Kelly
Principal

Jamil McEnnis
Assistant Principal

Procedures for Visiting, Arrival, and Dismissal
Arrival

When dropping off your child, please adhere to the following procedures:

- Enter the parking lot center lane/car lane.
- Follow flow of traffic to the next available staff member.
- Staff members will open car doors and escort your child across the crosswalk.
- At no time are cars permitted in the bus lane during arrival.

Students arriving by bus will be greeted by Winslow Township Elementary School #4 Staff, escorted into the building, and then directed to his /her appropriate classroom.

Dismissal

Students attending the Calvin C. Dye Before and After School Program (CCDBASP) will be picked up by CCDBASP staff and escorted to the program location.

Students who are car riders/walkers

- A note is required stating that your child will be a car rider/walker (if assigned to a bus). *If a note is not received, your child will be put on his/her assigned bus.* This required note was sent home in the August mailing.
- Dismissal for car riders will follow the same procedure as morning arrival:
 - Enter the parking lot center lane and remain in your car. Do not enter the bus lane.
 - Follow the flow of traffic to the next available staff member.
 - Staff members will escort your child across the crosswalk and open car doors. Staff members are not responsible for car seats, seatbelts, etc.
 - Sun visor tags showing your child's last name **must** be clearly visible when approaching the pick-up area. These visor tags will be provided and are required to be used **daily**.
- A parent/guardian or other approved adult will be asked to show identification (NJ State Driver's License) in order to pick up your child. Do not send someone that has not been previously authorized. The visor tag does not authorize unknown people.
- When departing, all cars **MUST** exit from via the main entrance/exit. At no time are cars permitted to be in the bus lane.

Students departing by bus will:

- Once the bus is announced, students will proceed and be escorted to the appropriate bus.
- Parents/guardians **MUST** be at the bus stop in advance of arrival. Failure to do so will result in the child being returned to the school, in which you will need to come to the school to pick up your child.
 - Repeated offenses may result in a notification to DCPD.
- Buses will depart from the exit at the far end of the parking lot near the gym.

Visiting, Late Arrival, Early Pick Up

- Please use designated visitor parking or other available parking spaces.
- All parents and visitors must have a scheduled appointment.
- Parking in the fire lane/bus lane is strictly prohibited. You will be asked to move your car. Refusal to move your car sacrifices the safety of children and interferes with the orderly operation of the school. Referral to local authorities for those violating the procedure may occur.
- *Always* be prepared to show a valid picture ID when picking up your child.
- The security vestibule provides an additional layer of safety for our children and staff. Please be prepared to take care of concerns within the vestibule.
- Parents are required to sign their child in when arriving late. **Our doors open at 9:00 and close at 9:15. Arrival after the 9:15 bell is considered late as students should be in their classrooms and ready to learn by 9:15.** Students will be granted access to the building, and we kindly ask that you remain within the vestibule.
- **Students are NOT released between 3:00-3:30** (12:45-1:15 early dismissal) from the main office. Unforeseen circumstances must be communicated to the main office.
 - Any student leaving early must have a written letter and phone call (with valid reason) to the main office in advance of arriving at the school.

Sincerely,
Lori S. Kelly
Principal

Preparing Our Students for Tomorrow...Today!