

# BLOOMSBURY ELEMENTARY SCHOOL

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Ms. Maria Eppolite  
Superintendent

Dr. Jenniffer Marycz  
Principal

Mr. Tim Mantz  
Business Administrator

October 28, 2015

Dear Parents/Guardians,

I am very happy to report our school year has had a wonderful start. Students are back in the swing of things and doing very well. Unfortunately, it has come to my attention that we have had some unsafe driving situations in the front of the school during arrival and dismissal times. Please remember our arrival and dismissal procedures are in place for the safety and well-being of our students. With that said, I ask that you please review the procedures below to ensure that all of our students remain happy, healthy, and safe when arriving and leaving school.

## **Arrival Time:**

Students are permitted to line-up outside the building no earlier than 8:15 a.m. (Preschool-2<sup>nd</sup> grade at the main entrance and grades 3-8 on the playground) as teacher supervision is provided at this time. Please note, there is no teacher supervision or entrance at the Church Street entrance.

- Morning arrival time begins at 8:15 AM and ends at 8:30 AM.
- All cars pull up in front of the school along the sidewalk. This is a drop off and pick up zone ONLY. Parents may not park and leave their car to stand with their children.
- **ALL students must be able to exit the car independently and from the right side only. Please do not drop students off across the street.**
- For safety reasons, all parents are to stay in their cars during morning arrival.
- The students must exit the car, carefully close the door and proceed to their designated entrance of the school.
- **Please observe the posted speed limit, other traffic signs, and the crossing guard at all times.**

## **Dismissal Time:**

- Dismissal time is 3:00 PM.
- Preschool-2<sup>nd</sup> grade is dismissed through the main entrance. 3<sup>rd</sup> – 8<sup>th</sup> grade is dismissed through the playground entrance. Parents must locate the children they are transporting and gather them for departure. Safety is our priority! Our staff has been instructed not to release Preschool, Kindergarten, 1<sup>st</sup> grade and 2<sup>nd</sup> grade students until their parent/guardian has arrived or unless we have documentation stating they can be released to another designated individual. Please be respectful and courteous to our staff and to fellow parents/guardians.
- Parents and students will then return to their cars carefully.
- Calls to change your child's dismissal procedure must be made no later than 2:15PM. Office staff may not be able to answer calls or receive messages after 2:15PM. We want to ensure students go home with the proper person.
- **Please observe the posted speed limit, other traffic signs, and the crossing guard at all times.**
- Students are to report home before coming back to play or congregate on school grounds. They are not permitted to go directly to the playground without going home first.

If you have any questions about arrival or dismissal, please feel free to contact me at any time.

Sincerely,

Dr. Jenniffer Marycz  
Principal