

BLOOMSBURY ELEMENTARY SCHOOL

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Dr. Jenniffer Marycz
Chief School Administrator

Mr. Tim Mantz
Business Administrator

January 23, 2018

Dear Parents/Guardians,

Happy New Year to everyone! It seems as though with all of this snow, it has taken some time to start again, but we are finally under way! 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. I ask that you please review the procedures below to ensure that all of our students remain safe when arriving and leaving school.

Arrival Time:

Students are permitted to line-up outside the building no earlier than 8:15AM (Preschool-2nd grade at the main entrance and grades 3rd-8th on the playground) as teacher supervision is provided at this time.

- 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 in the yellow** and leave their car to stand with their children or wait until the children enter the school.
- 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 or in the middle of the street. You also **may not** park along the stone wall. **Double-parking or parking at the stop sign is not permitted at any time.**
- 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 3:00PM.
- Preschool-2nd grade is dismissed through the main entrance. 3rd-8th 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-2nd grade students until their parent/guardian has arrived or unless we have documentation stating they may be released to another designated individual. Please be respectful and courteous to our staff and to fellow parents/guardians.
- **Please note, parents are to follow the same parking procedures as Arrival (listed above).**
- Parents and students will then return to their cars carefully and promptly.
- Calls to change your child's dismissal procedure must be made no later than 2:15 PM.
- 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
Chief School Administrator