

## John I. Dawes Early Learning Center

### Parent Drop Off/Pick Up Procedures

The Manalapan-Englishtown School District provides bussing for ALL students and everyone is encouraged to ride the school bus on a daily basis. Parents and guardians may, however, drive their children to school. If you drive your child to school, you may drop him/her off at the following times:

**Preschool:**

AM & Full Day- 10:00 AM

PM- 12:45 PM

**Kindergarten:**

Clark Mills- 8:10 AM

ELC- 9:20 AM

There is a designated area for parent drop off. School personnel are present and will make sure your child enters the school safely. Please remain in the car until you see an adult. If your child arrives after these times, you must park in a parking space and bring your child to the main office of the Early Learning Center for a late pass. **Do not leave your car unattended in the drop off area. This is a safety issue.**

**Parents/guardians picking students up at the end of the day must send a note to the teacher that day or contact the main office.** Do not use Passage Point for parent pick-up. If you pick your child up every day or on a specific day of each week (for example every Monday to attend Karate) one note is sufficient for the entire year.

Parents/guardians picking up students at the end of the day must come to door **A5** on the left-hand side of the building when looking at the ELC to sign out your child. **Kindergarten students running on Clark Mills school hours will be picked up in the back of Clark Mills School by the gym if you are picking up at dismissal time.** If you are picking your child up at any other time, please come to the main office of the ELC. Students may also be picked up by an authorized person designated by the parent or guardian. In the case of divorced or separated parents, the non-custodial parent must have the permission of the custodial parent to pick up the student.

The custodial parent has discretion to give permission to another person (ex. babysitter/ family member) to pick up the child from school. The non-custodial parent may not prohibit the other parent from doing so. Accordingly, the school district may release students to those persons whom the custodial parent has designated. In the case of joint legal custody, the parent who may designate who may pick up children is the parent who has residential custody on that day of the week, as specified in the divorce judgment. In cases not described above, please contact the school office for further clarification.

**Please do not tell your child that you “might” pick them up from school because it causes a great deal of confusion for our young children and the school.** If the school does not have a note indicating that the student will be picked up, the student will be sent home on the bus. In an emergency, a parent must advise the school by a phone call to the school office that a request is being made not to place a child on the bus, and the student will be held in the main office for parent/guardian pick up.

**Please note that when picking up a child from school, you must park in a parking space. The parent drop-off section is not for parking! In addition, all adults must present photo identification in order to take a child home. No exceptions will be made. We appreciate your understanding and cooperation!**