



Clark Mills School
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Parent Drop Off/Pick Up/Tardy Procedures

Our mission in the Manalapan-Englishtown School District is to provide our students with an outstanding education in a safe, secure, and nurturing environment. One important area that falls under the umbrella of school safety is dismissal at the end of the school day. We have established numerous procedures and precautions to ensure that students are dismissed from school and are delivered home in a safe manner by our transportation department.

Further, as Board of Education Policy states: "...the early dismissal of students is detrimental to the student and the school program in that it: a) shortens the student's day and disrupts the routine; b) disrupts and distracts from other responsibilities of the school staff; c) creates a safety hazard due to the interference with school bus traffic."

As a result, we are asking that parents do not drop students off in the morning or pick their children up from school in the afternoon unless it is absolutely necessary. For those parents who feel that they must transport their children to school at the beginning of the day or home at the end of the day, please follow the procedures below.

Parent Drop off Procedures:

- 1) Cars are to follow the "parent drop-off" sign and drive in a **single line** to the "drop-off" zone located in the front parking lot.
Please do NOT create a second lane or drive around cars to leave the parking lot.
- 2) Students are to exit their cars on the right side only when permission is granted by the safety assistant. Parents should not get out of the car.
- 3) Please do not release the student from the car before the safety assistant or staff member arrives.
- 4) Cars must then leave the drop-off line **immediately** to allow the flow of traffic to continue.

Students may be dropped off between 8:05 and 8:30 am in the drop off zone. If there is a need to park, please park in a parking spot near the fence closest to the school to avoid crossing your child in front of traffic.

Tardy Procedures: After 8:30a.m., you must park your car, ring the bell for entrance, and your child will be buzzed into the main office. However, please note that any student entering the building after **8:20 a.m.** will be marked late for the day.

Parent Pick Up Procedures:

- 1) Parents **must** send a note to the teacher when they are picking their child up from school. For parents who pick up their child every day or on a specific day each week, you will be asked to complete a Google Form in late August. Should this schedule change, however, written notification from the parent will be required. It is still important to remind students that they are being picked up from school on any given day.
- 2) Please make sure your note has the following information:
 - i. Child's first and last name
 - ii. Name of child's teacher
 - iii. Date of pick-up
 - iv. First and last name of the person picking up the child
 - v. Signed with the first and last name of the person writing the note
- 3) End-of-the-day parent pick up will begin at 12:00 PM on a 4 hour day and 2:20PM on a full day of school. We will not call into classrooms unless the child must leave school early for a reason that warrants the loss of valuable instructional time.
- 4) Parents who are picking up their children during dismissal are to line up near the gym door (Door D4) between 11:55-12:05 on a 4 hour day and between 2:15-2:25 on a full day of school. School personnel will greet you to monitor sign-out procedures. Please be prepared to show picture ID every day when picking up your child. Approved persons picking up will be required to wait outside, and your child will be brought outside to you. No one will be allowed to enter the building during parent pick-up. We appreciate your patience and cooperation.

Please be advised that your child will be sent home on the school bus if no note was received that day, or if we do not have a weekly/daily note on file for the current school year.



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In the event you do not pick up your child at dismissal time, the Principal or designee will attempt to contact you using the district's emergency call procedures. Your child shall be supervised by school staff in a designated area of the building and will only be released when you or your designee arrive and sign your child out of school.

At pick-up time, students will only be released to a parent or guardian or authorized person designated by the parent or guardian. In cases of divorced or separated parents, the non-custodial parent must have the permission of the custodial parent to pick up the student.

NOTE: Please send a note to the school for any change in a child's normal dismissal/pick-up routine. **Please do not send an email to the teacher since he/she may not be able to check email before dismissal or could be absent from school.**

Early Dismissal Scenarios

In all cases of early dismissal, please provide written notification to the main office the morning of the scheduled appointment. In addition to providing a written note, please ensure that you also register your visit to the building in Passage Point. The purpose of also providing written notification is to provide the teacher with advance notice to help prepare your child with the necessary materials for early dismissal. In addition, parents will not be permitted to pick a child up from the Main Office after 1:45 PM, as this interferes with dismissal. Students being picked up for early dismissal circumstances will be brought outside to parents once proper ID is checked.

Please note that registering for our visitor management system is **required**, but is not to be done as a replacement of a note to the office. The note is still required.

Thank you for your cooperation. We know that these procedures will preserve our instructional time and will allow for a safer and more orderly student arrival and dismissal each day.

Sincerely,

Jayme Orlando
Principal

Jessica Gent
Assistant Principal