



# Taylor Mills School

77 Gordons Corner Road  
Manalapan, NJ 07726-3766  
(732) 786-2760  
Fax (732) 786-2770

**Nicole Santora, Ed. D**  
Superintendent of Schools  
nicolesantora@mersnj.us

**Kerry M. Marsala**  
Principal  
kmarsala@mersnj.us

**James P. Walsh**  
Assistant Principal

## 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 the arrival and dismissal of our students each day. We have established numerous procedures and precautions to ensure that both arrival and dismissal are safe and efficient. To minimize traffic during these times, we strongly encourage parents to utilize our MERS transportation system. However, if you must routinely drop off and/or pick up your children at our scheduled arrival/dismissal times, we ask that you strictly adhere to the procedures below. **NOTE: At NO time should parents drive to the front of the building when buses are present.**

### Parent Drop Off Procedures:

Cars are to follow the "student drop-off" arrows and markings in our parking lot and drive in a **single line** to the "drop-off" zone. This is a moving car line, and it should move quickly as long as everyone follows the procedures. Students should be ready to exit the car quickly with all of their belongings. Parents must remain in their cars. Students are to exit their cars on the passenger side **ONLY** when permission is granted by the staff (typically the staff member will open the car door for your child). Students should **NEVER** exit the car on the driver side. This is dangerous!. Once students exit the car and have moved away from the vehicle, parents should follow the arrows to exit the parking lot allowing the flow of traffic to continue..

**Students should be dropped off between 8:05 and 8:45 A.M. at the drop off zone. NOTE: Students will be marked LATE after 8:20.**

### Tardy Procedures:

After 8:20 A.M. your child is considered tardy. To minimize disruptions in the office, **late students will be received at the back door until 8:45.** After 8:45, you **MUST** drop off your child in the front of the school to be buzzed in by the office staff. Students will receive a late pass from the nurse's office. **Please make sure your child has safely entered the building before driving away.**

### Parent Pick Up Procedures:

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, one note will be sufficient for the entire year. Should this schedule change, however, written notification from the parent will be required. It will still be important to remind students that they are being picked up from school on any given day. **End-of-the-day parent pick up will begin at approximately 2:25. We will not call into classrooms unless the child must leave school early for a reason that warrants the loss of valuable instructional time.** Parents who are picking up their children during dismissal should park in the back of the building and wait for the staff by the doors between 2:20 and 2:30 P.M. School personnel will greet you outside to monitor sign-out procedures.

**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.**

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 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.

Thank you for your cooperation. We know that these procedures will preserve our instructional time and will allow for a safe and orderly student arrival and dismissal each day. Please do not hesitate to contact the school if you have any questions.