



JACKSON SCHOOL DISTRICT
Department of Early Childhood Education

Jackson, New Jersey 08527

Tel: (732) 833-4686

Tracy Schaar, M.Inc. Ed
Supervisor of Early Childhood Department

Dear Parents/Guardians,

Thank you for all your support and patience during this transition period to the Preschool Annex Wing. Both students and staff have had an amazing week acclimating to the new location and embracing our preschool wing! This week, the team and I were able to assess parent drop-off and pick-up. Through observation and assessment, the team has determined that a safer approach to arrival and dismissal procedures would be to use a car lane approach. Therefore, we have devised a car lane for parents/guardians to drop off and pick up their children during arrival and dismissal.

MONDAY SEPTEMBER 16, 2024 CAR LANE ARRIVAL - DISMISSAL

Arrival (Drop-off)

For parent/guardian drop off morning arrival, please arrive at the Preschool Annex no earlier than 8:00 am. Any parents/guardians arriving earlier than 8:00 am, will be directed to park and wait to enter the car lane at 8:00 am.

If a parent/guardian chooses to remain parked and walk their child in for arrival, the parent/guardian will be asked to report to the main entrance of the Preschool Annex Wing to drop their child off. The car lane will be along the curb, in front of the Clayton wing entrance, lining up behind buses. Security will direct parents/guardians where to begin the car lane. Staff will meet parents/guardians at the vehicle to receive a child(ren). **Staff can not unbuckle and remove the children from the vehicle. Parents/guardians will unbuckle and remove children from the vehicle.** Staff will escort children down the path to the Preschool Annex main entrance and into the Preschool Annex wing.

Dismissal (Pick-up)

Parent/guardian pick up afternoon dismissal, please arrive at the Preschool Annex no earlier than 2:00 pm. Any parent/guardian arriving earlier than 2:00 pm will be directed to park and wait to enter the car lane at 2:00 pm. The car lane will be along the curb, in front of the Clayton wing entrance. Security will direct parents/guardians where to begin the car lane. Staff will meet parents/guardians at the vehicle to dismiss the child(ren). **Staff can not place children in the vehicle or buckle them in a car seat (car seat). Parents/Guardians will place children in the vehicle and buckle children into the carseat.**

Children who are regularly scheduled for parent pick up have been provided 2 vehicle tags for parents/guardians to place on the right side of the vehicle window. Vehicle tags will help staff quickly identify important information to prepare children for dismissal. Please be sure the vehicle tag is visible at all times during dismissal pick up.

If a parent/guardian chooses to remain parked and sign their child out of school, parents/guardians will be asked to sign the child out with the staff located in front of the Clayton wing entrance. Only persons listed on the child's emergency contact form are permissible to pick up children. Any persons not listed on a child's emergency contact form will not be permitted to pick up a child without written notification from the parent/guardian. Anyone picking up a child without written notification from a parent/guardian, will be asked to park and report to the Preschool Annex main entrance to wait while verification is confirmed to allow the child to leave with the person picking up. **Identification is required for anyone picking up children. Please be sure to have your identification readily available.**

During inclement weather days all students and staff will use the Clayton wing entrance for arrival and dismissal.

Sincerely

Tracy Schaar

SAMPLE

STUDENT TAG

Name: _____

Teacher: _____

Home: _____



VEHICLE TAG

Preschool Annex

Name: _____

Teacher: _____

