

MEDFORD TOWNSHIP SCHOOL DISTRICT



**Kirby's Mill Elementary School
151 Hartford Road
Medford, New Jersey 08055**

Arrival and Dismissal Procedures:

- There can be no parking, drop off or pickup where there is no sidewalk. This includes the area where Pre-School parents have been parking. The concern here is that without a sidewalk, children and parents are forced to walk into traffic that is driving around the "loop."
- The area to the right of the main entrance (as you face the school) is to be reserved for bus traffic, only.
- The area to the left of the main entrance (as you face the school) up to the flagpole can be used for car traffic for drop off and pickup. Drop off traffic should be just that... drop off only. Please do not park your car or get out of your car if you are utilizing the "loop." It is just to drop off your child. If you need to park, please use a parking spot in our lot.
- In the "loop," please only use the side closest to the school. If cars park on both sides of the loop, bus traffic gets congested and pedestrian traffic safety is compromised.
- During pickup, you will be asked to sign a sheet indicating that you picked up your child. Please begin a line at the table just inside our main entrance. Two staff members will help keep the line moving, asking you to sign that you picked up your child and having your child come from the Media Center to meet you at the entrance. This will help us account for every child and make sure they are picked up by the correct person.
- Pickup begins with the "first call" at 3:08.

More details are on the attached maps. If you have any questions, please contact our Main Office. Please note that if you are picking up your child, you need to send a note in or call the office in the morning. If you forget, or have last minute changes in plan, please let us know **before 2:55pm**. After that, our dismissal process begins and we cannot guarantee we can pull your child from the bus for you to take them home.

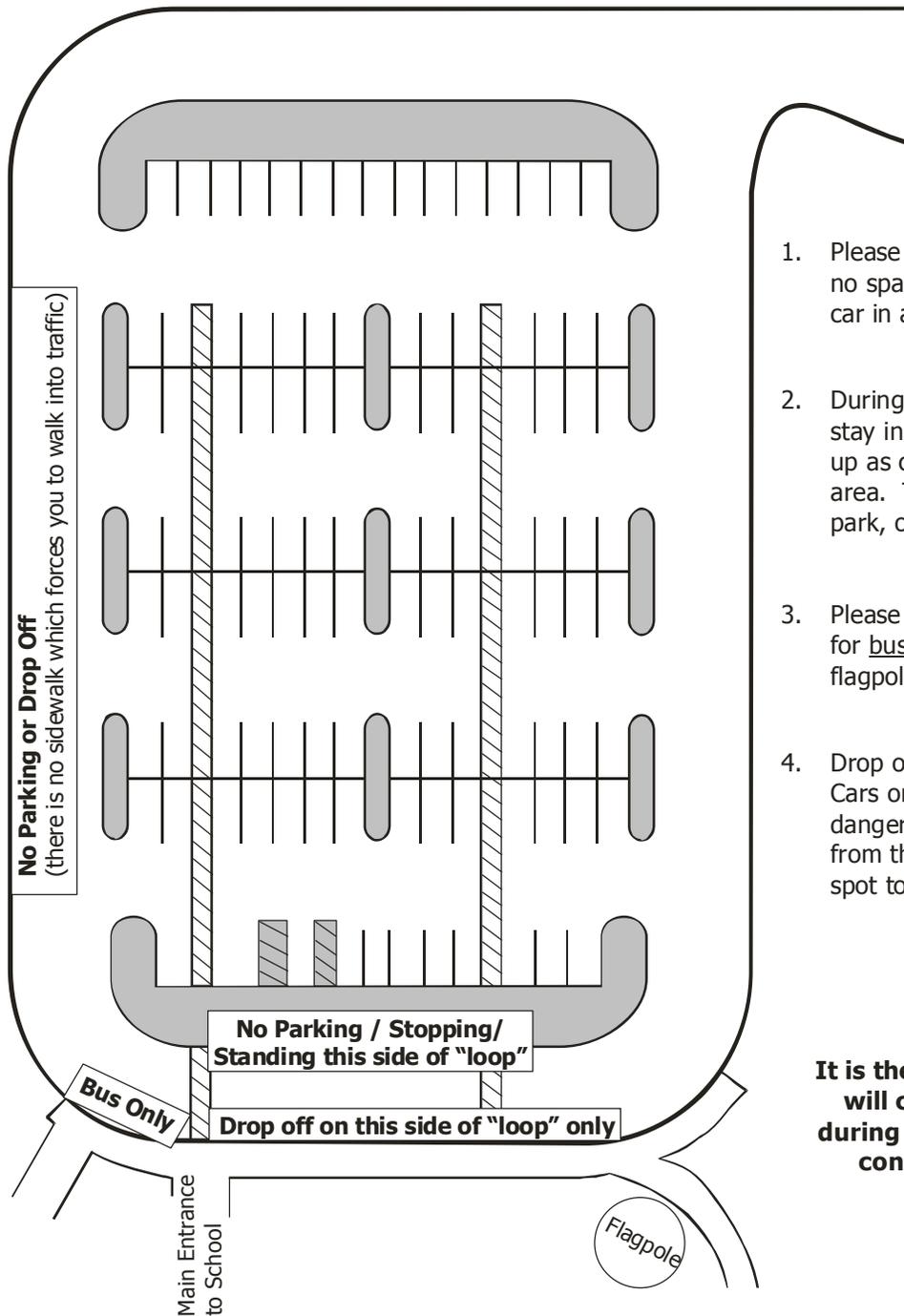
If anything is unclear in the map or the description, please call our Main Office. Thank you all for your cooperation and understanding.

Arrival

After 9:10am, children are considered late to school. If your child is late, please park your car and come into school to sign them in at the Front Office.

1. Please do not park or drop off anywhere where there is no sidewalk. If there is no space to park, stop or stand where a sidewalk is present, please park your car in a parking spot.
2. During arrival, if children are going to be dropped off in the "loop," drivers must stay in the car and drop off between the main entrance and the flagpole, pulling up as close to the flagpole as possible. Cars are not allowed to park in this area. The loop is only for quick drop offs. If drivers need to get out of the car, park, or carry something in, they must find a parking spot.
3. Please do not block crosswalks. The space to the left of the main entrance is for bus only. Quick drop off for cars is between the main entrance and the flagpole only.
4. Drop off in the loop should be on the side of the loop closest to the school only. Cars on both sides of the loop cause difficulty with bus traffic and causes dangerous situations for people walking in crosswalks. If the car line extends from the flagpole to the entrance, please wait behind the bus only area for a spot to open for you to pull up into the drop off area.

It is the hope that if we can all adhere to these drop off guidelines, we will create a safer, more efficient system for students and parents during our morning arrival process. If you have any questions, please contact our Main Office. Thank you for your understanding and cooperation.



Dismissal

If you send in a note and are picking your child up, please form a line in front of the table in the main hallway. Two staff members will be at this table at the start of dismissal. You will be asked to sign a sheet of paper acknowledging you picked up your child. This is to help us account for every child and make sure students are going with the correct person. While it will minimally slow down dismissal, it is a safer, more secure system.

1. Please do not park or drop off anywhere where there is no sidewalk. If there is no space to park, stop or stand where a sidewalk is present, please park your car in a parking spot.
2. During dismissal, if a parking area exists between the main entrance and the flagpole, please feel free to park on the side closest to the school and come in to pick up your child. If there is no area in that section, please find a spot in our parking lot.
3. Please do not block crosswalks. The space to the left of the main entrance is for bus only. Pick up is between the main entrance and the flagpole only.
4. Pick up parking in the loop should be on the side of the loop closest to the school only. Cars on both sides of the loop cause difficulty with bus traffic and causes dangerous situations for people walking in crosswalks. If the car line extends from the flagpole to the entrance, please park your car in an available spot.
5. If you did not send in a note that you will be picking your child up, please notify the office before 2:55pm with your pickup intentions. After that time, dismissal begins and we cannot guarantee that we will be able to pull your child from their bus.

It is the hope that if we can all adhere to these dismissal guidelines, we will create a safer, more efficient system for students and parents during our afternoon dismissal process. If you have any questions, please contact our Main Office. Thank you for your understanding and cooperation.

