

# SCHOOL ONE

## 2021/2022 DISMISSAL PROCEDURES

September 2021

Dear School One Parents/Guardians:

The safety of our students at dismissal time is an important concern to the School One staff, and taken very seriously. Our classroom teachers escort their classes to the assigned doors for dismissal as follows: 11:20 a.m. for AM Pre-K students and 3:10 p.m. for students in PM Pre-K; Grades K through 4 are dismissed at 3:10 p.m. To the best of their ability, they ensure that every one of their students departs school safely, and is proceeding home in the manner requested by their parents/guardians.

*Parents are strongly encouraged to wear masks while on school grounds and must be worn to enter the building. Kindly stand a reasonable distance (approximately 15 feet) from the door exit, and practice social distancing so that teachers may effectively and efficiently dismiss their students.*

**If for any reason your child will not be going home according to his/her regular routine on any given day, an EMAIL MUST be sent to your child's teacher or a call to the Main Office must be received.** Without an email or call to the Main Office, the student will be sent to the office and the parent will be contacted.

**If an emergency arises and you cannot pick your child up after school, we suggest that you contact a family member or friend AND notify the school office AS SOON AS POSSIBLE so your child and your child's teacher can be informed. However, we do ask that parents:**

- (1) make the necessary arrangements for their child's dismissal from school in the morning **BEFORE** their child leaves for school; and
- (2) **send an email outlining these arrangements to their child's teacher** or send an email to either Mrs. O'Brien at [cobrien@spfk12.org](mailto:cobrien@spfk12.org) and/or Mrs. Barcia at [mbarcia@spfk12.org](mailto:mbarcia@spfk12.org). Parents/guardians may also call the Main Office at (908) 322-7731.

Students walking home from school are reminded to use sidewalk areas and to practice appropriate safety precautions. It is important that they cross intersections where the Scotch Plains-Fanwood crossing guards are stationed. Crossing guards are located at the intersections of Park Avenue and East Second Street; East Second Street and Willow Avenue; Madison and Willow Avenues; and Midway and Willow Avenues.

**To make our staff aware of your child's normal dismissal routine, please complete the attached form and return it with your child on the first day of school.**

If arrangements for your child's dismissal from school changes over the course of the school year, please contact the main office, (908) 322-7731, for a new form, or download the form from the School One website ([www.spfk12.org/schoolone](http://www.spfk12.org/schoolone)).

Thank you.

**SCHOOL ONE**  
**DISMISSAL PROCEDURES 2021/2022**  
**(Please print clearly)**

Student's Last Name:	Student's First Name:	Grade:	Teacher:
----------------------	-----------------------	--------	----------

Parent/Guardian's Name(s): \_\_\_\_\_

Parent/Guardian Phone Nos:  
 Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Parent/Guardian Phone Nos:  
 Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

My child's normal dismissal routine from school is as follows **(check ALL that apply)**:

Picked up at school by parent/guardian

Picked up at school by family member (i.e., sibling, grandparent, etc.) indicated below:

1.	_____	Relationship
	Name	
2.	_____	Relationship
	Name	
3.	_____	Relationship
	Name	
4.	_____	Relationship
	Name	

Picked up at school by family friend indicated below:

1.	_____	2.	_____
3.	_____	4.	_____

Meets a family member at a location on school grounds other than assigned dismissal door.

Takes a SPFPS district bus home.

Attends the FSP Y after-school program on the following day(s) of the week:  
 Monday  Tuesday  Wednesday  Thursday  Friday

Attends the JCC after-school program on the following day(s) of the week:  
 Monday  Tuesday  Wednesday  Thursday  Friday

Walks home alone.

Other *(please provide specific details on space provided)*:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Parent/Guardian's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_