

**MCGINN SCHOOL**  
**2019-20 DISMISSAL PROCEDURES**

Dear McGinn School Parents/Guardians:

The safety of our students at dismissal time is an important concern to the McGinn School staff, and is taken very seriously. Each of our classroom teachers escorts his/her class to the assigned doors for dismissal at the sound of the bell at 3:10 p.m. Teachers insure, to the best of their ability, that every one of their students has departed school safely and is proceeding home as desired by their parents/guardians. No student will be dismissed out Door #1 (front door).

If for any reason a student will not be going home according to their regular routine, a **WRITTEN NOTE** must be sent to their child's teacher in the morning. For example, if a child is typically picked up at 3:10 p.m. by his/her parent, but has a playdate and is being picked up by a friend's parent, a note must be sent to school that morning. Without a written note, or notification from the parent, 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 your emergency card friends or relatives to make arrangements, AND notify your child's teacher and the school office. 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 a written note outlining these arrangements to their child's teacher.

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 Trenton Avenue and S. Martine Avenue; S. Martine Avenue and Cliffwood/Ramapo. Afternoon crossing guards are on duty from 2:15 to 3:45 p.m.

To make our staff aware of your child's normal dismissal routine, please complete the information below (or the form located on the McGinn web page) and return to your child's teacher. Thank you for your prompt attention.

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**DISMISSAL PROCEDURES 2019-20**

Student's Name: \_\_\_\_\_

Grade Teacher: \_\_\_\_\_

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

Parent/Guardian's Phone Number(s): \_\_\_\_\_

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

My child's normal dismissal routine from school is as follows:

Picked up by parent/guardian

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

Picked up by indicated family friend:

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Attends the [ ] YMCA AFTERCARE program, or [ ] JCC after-school program on the following days:

[ ] Monday, [ ] Tuesday, [ ] Wednesday, [ ] Thursday, and/or [ ] Friday

Walks home