



Marlboro Elementary School

Patricia S. Walsh

Principal

Dara Kaplan

Assistant Principal

September 30, 2020

IMPORTANT ARRIVAL AND DISMISSAL INFORMATION FOR ALL FAMILIES

Dear Parents/Guardians:

At Marlboro Elementary School our top priority is to provide a safe, secure environment where children can focus on learning to their utmost potential. One of our biggest challenges is maintaining the integrity of the educational day from student drop off through student dismissal. We have nearly 900 children learning with us every day. Managing the movements of these children throughout the day requires tremendous coordination and we commend our Marlboro Elementary School staff on their dedication and professionalism as the school functions very smoothly. We continue to balance the needs of family life with the necessity of maintaining the well-being of all children in our building. Please adhere to all posted signs to ensure student safety. Please read our enhanced Arrival/Dismissal protocols, which take into consideration all health, and safety recommendations:

Arrival/Dismissal

A.M. Parent Drop Off

- Transportation is provided and information regarding bus routes will be forthcoming from Quality Bus Company. If you have any questions for Quality Bus Company, please contact them directly at 845-561-3185. We encourage Parents and Guardians to drive students to school if possible. All bus students must enter through the main lobby. Walker/Riders will enter through the doors at the East (rear) entrance of the school. Student arrival time is from 8:50 to 9:00. There is no adult supervision prior to 8:50, so please do not leave your child unattended.
- Cars should be driven in a single line along the rear of the school and slowly move forward to the east entrance doors. Only the first four car lengths at the curb should allow children to get out of vehicles on the sidewalk from the **passenger side** of the car. Children should wait for a staff member to assist them prior to vacating the vehicle.
- At this time, to support safety protocols for our students, Parents/Guardians should not get out of their cars. School personnel will supervise children.
- It is a requirement that students are temperature screened daily upon arrival to the building. While waiting to be checked, students must remain masked and socially distanced from each other. Any student with a temperature over 100.00 degrees will be sent home promptly.

- Students arriving after 9:05 will be marked tardy; late children must be dropped off at the main office entrance. Please walk your child to this door to ensure that a staff member receives them inside safely; please do not leave your child outside the school.

P.M. Parent Pick Up

- Parents picking up a child at the end of the school may do so at the east (rear) entrance at 3:20. Please do not use the main office entrance, as we will be supervising bus dismissal.
- Cars should be driven in a single line along the rear of the school and slowly move forward to the east (rear) entrance doors. Only the first four car lengths at the curb should allow children to get into vehicles on the sidewalk from the **passenger side** of the car. A staff member will escort children to the vehicle.
- At this time, to support safety protocols for our students, Parents/Guardians should not get out of their cars. School personnel will supervise children.
- Photo identification is required at the time of pick up.

The *MES Walker/Rider Student Pick-Up Form* for 2020 -2021 is attached; please complete and return to school if your child will be a walker/rider.

A student will not be released from an assigned bus to a “walker/rider pick-up” student unless a written note is received in the main office before 12 noon on the day the change is being requested.

Emergency phone call requests to change the dismissal status of a student will only be accepted **before 12 noon**. If building staff are unable to verify the identity of the phone caller the request will immediately be denied. We are tracking each instance when an emergency occurs.

Emergency phone call requests will not be honored after three emergency phone call requests are made by a single family, regardless of the time the call is made.

Please remember all walker/rider pick-ups occur at the east (rear) doors of the building. After 2:50 pm there will be no early pick-ups allowed at the main entrance. If a parent shows up in person to pick up their child after 2:50 pm and a note or emergency phone call has not been received, your child will be placed on the bus and be dropped off at their regular stop location. There will be no exceptions to this protocol. We simply cannot verify identities and ensure student safety in the midst of dismissing nearly 900 children while loading buses.

These procedures are in place to ensure the safety of ALL students at Marlboro Elementary School; we ask you have patience with staff throughout the dismissal process. We truly do love your children and will do everything we can to keep them safe. Your assistance and cooperation is greatly appreciated, never more so than during these unprecedented times! Thank you for your patience as we work methodically to keep all our students safe!

Sincerely,

Patricia S. Walsh

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Principal

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Assistant Principal

MARLBORO ELEMENTARY SCHOOL
WALKER/RIDER STUDENT PICK-UP FORM
2020 - 2021

Please return to school with your child. Classroom Teachers will send to the Main Office.

Child's Name: _____

Date: _____

Teacher: _____

Grade: _____

Parent Signature: _____

Phone: _____

Please list all adults with permission to pick up your child:

1. _____

2. _____

3. _____

4. _____