

BROOKSIDE ELEMENTARY SCHOOL

Arrival & Dismissal Procedures

Regular school day hours are from **9:05am** to **3:34pm**. Four-hour session hours are from **9:05am – 1:05pm**.

Attendance for a full school day serves to benefit each child's academic, social, and emotional growth. While we realize there may be circumstances throughout the year that might cause a student absence, tardy, or early sign out, we thank you in advance for understanding the importance of all students arriving for the start of the school day, and staying through dismissal. As parents, prioritizing this will help your children realize their maximum educational benefit.

ARRIVAL PROCEDURES FOR CHILD DROPOFF

- No child should be dropped off at school, at any time, without a staff member in attendance.
- Zero Period students in band and/or chorus may be dropped off **after 8:00am** in the front circle. Note that we will not have staff on duty prior to this time.
- Parent Drop-Off Arrival Time: **8:45am – 9:05am**.
 - Parent drop-off for the regular school day will begin no earlier than 8:45am. Note that we will not have staff on duty prior to this time.
 - Morning arrival for parent drop-off will occur on the side of the school next to the gymnasium:



- Heading the direction of the staff member on duty **creates a safe situation** for all. On-duty staff may ask parents to pull up as far as possible prior to dropping their children off, in order to improve the flow of traffic. Please do not allow your child to exit the vehicle until receiving the OK from the staff member on duty.
- After dropping your child, please await the direction from the staff member on duty before pulling away. Do not try to pull around or pass other cars in the drop-off loop.

- After 9:05am, the start of the school day, parents dropping off their children must park in the main parking lot and escort them inside to the security desk in order to sign them in.

DISMISSAL PROCEDURES FOR CHILD PICKUP

- Every child that is to be picked up before or at dismissal **must provide written notification** that is to be given to the classroom teacher at the start of the day.
- **PHOTO ID:** All persons picking up a child **MUST** have photo ID, with no exceptions.
- **EARLY PICK-UP:** If your child needs to be picked up early from school, please do so during the “early dismissal” time, **prior to 3:15pm**. If there is not a need to pick your child up prior to 3:15, we ask that you wait for regular pickup at dismissal (3:34pm). With a written note, we’ll have your child dismissed to the main foyer security desk for pickup at dismissal.
 - Your assistance in this regard will help minimize unnecessary disruptions to the classroom at the end of the school day.
 - Early pick-up on a four-hour session day will be **prior to 12:45pm**.
- **ROUTINE, DAILY PICKUP:** A standing, written note stating a routine pickup at dismissal must be submitted with the days of the week your child will be picked up on a regular basis. Once this note has been provided, no additional written notification for this routine is needed **unless you are making a change**. If a change in pick-up routine is needed, a new written request must be submitted to the classroom teacher at the start of the day.
- **E-MAIL:** **Please do not email your child’s teacher** regarding a change in your child’s dismissal for that day. Please contact the Main Office per the instructions below.
- **NOTES:** Written notes for a change in dismissal must be written legibly, and include:
 - Date
 - Child’s full name
 - Grade
 - Teacher
 - Parent/Guardian signature
 - Time of pickup
 - Person picking child up (if it is not the parent or guardian)
- **UNFORESEEN CIRCUMSTANCES:** Sometimes unforeseen circumstances arise during the course of the day, requiring an unexpected early pick up of a student. When this happens, please contact the Main Office at **(732) 521-1101, menu option 5**, to share any pertinent information.

***Please DO NOT leave a message with pickup instructions. Please ensure that you call during business hours (9:05 – 3:34) if an unforeseen circumstance arises regarding your child’s dismissal.**

- **DISMISSAL BELL:** Once students have been dismissed to buses at 3:34pm, **no child will be removed from a bus**, except in the event of an emergency situation. Emergency situations, where no prior written notification has been provided, must be addressed at the Main Office and receive administrative approval.
- **PARKING:** Parents arriving to pick up a student should park in **Visitor Parking** if available, or in an unoccupied (non-reserved) spot on the side or rear of the building. Please do not pull into the front loop for pick up
- **WALKERS:** For dismissal, the loop in front of Brookside is reserved for students who are “Walker” zoned and do not have assigned bus transportation. Families who are zoned for a walking dismissal should adhere to the instructions received in the summer packet. If your child is not a walker, please **do not** pull into the front loop to pick.

We ask for your assistance, cooperation, and understanding that children signed out before dismissal will be missing valuable instructional time which could affect their learning. While it is inevitable that circumstances may arise throughout the year that warrant early pick-up for your child, we ask that you avoid this whenever possible to allow your child to benefit from the full school day.