

MONROE TOWNSHIP PUBLIC SCHOOLS

*Woodland Elementary School
42 Harrison Avenue
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**Samantha McCloud
Principal**

**William Jacoutot
Assistant Principal**

September 1, 2021

Good morning,

This letter is in regard to our arrival and dismissal procedures for those parents that will be driving their child to and from Woodland School.

Arrival – All students should be dropped off in front of Woodland School between 8:05AM and 8:10AM. **PLEASE DO NOT ARRIVE BEFORE 8:05AM** as this will cause a traffic back up in front of the school. Please drive down Harrison Avenue and you will be directed by staff and security to stop and drop off your child. Students will not be able to exit their vehicles or enter into the building until 8:05AM.

If you are a fourth grade parent picking up your child, pick up will be in the front of the school where you dropped your child off in the morning. Dismissal for students being picked up and walkers will begin at approximately 2:45PM.

If you are a fifth grade parent picking up your child, please follow the directions below. Pick up will be in the back of the building for fifth grade students.

IMPORTANT DISMISSAL INFORMATION FOR PARENTS THAT ARE PICKING UP THEIR FIFTH GRADE CHILDREN.

Please read carefully. This change is being made to eliminate the volume of traffic on Spotswood Englishtown Road.

- During the afternoon student pick-up, please do **NOT arrive before 2:35 PM to pick up your child**. Students being pickup up and walkers will be dismissed at approximately 2:45 once the buses have safely left the school grounds.
- Please do not block any residential blocks or local businesses.
- Parents/guardians picking up their **5th grade children** will need to go down Brunswick Avenue, students will be released from the side of the building by the cafeteria.
- Security will be directing traffic and this traffic pattern will be enforced.
- **This is for dismissal only.**

We appreciate your ongoing support and help and as always if you have any questions please feel free to reach out.

Sincerely,

Samantha McCloud

Principal

Woodland School

