

BROOKSIDE ELEMENTARY SCHOOL
2023-2024

Arrival & Dismissal Procedures

Regular school day hours are from **9:05am** to **3:34pm**.

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.

****IMPORTANT:** The front circle by the flagpole will be **CLOSED** during arrival and dismissal. Cars will not be permitted to pull into and stop/idle for any reason.

ARRIVAL PROCEDURES FOR CHILD DROP-OFF

- No child should be dropped off at school, at any time, without a staff member present.
- Zero Period students in band and/or chorus may be dropped off **after 8:00am** in the front circle. **We will not have staff on duty prior to this time.**
- Parent Drop-Off Arrival Time: **8:50am – 9:10am**.
 - Parent drop-off for the regular school day will begin no earlier than **8:50am**. **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:



- Please help us **create a safe situation** for all by listening to the directions of the staff member on duty. 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 off 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 9:10am, which is 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 main office 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.
- **ROUTINE DAILY PICK-UP:** 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 main office at the start of the day.
- **NON-ROUTINE DISMISSAL PICK-UP:** Parents who have submitted a written note to pick-up their child at dismissal must sign their child out at the security vestibule, then wait under the covered terrace outside the front entrance for the dismissal bell. **Please note that we can no longer accommodate pick-up parents waiting inside the foyer.** All parents will be asked to proceed to the covered terrace to await their child.
- **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)

- **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.
- **UNFORESEEN CIRCUMSTANCES:** Sometimes unforeseen circumstances arise during the day, that require an unexpected early pick up of a student. When this happens, please contact the main office at **(732) 521-1101** to share any pertinent information.
- **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. Emergency situations, where no prior written notification has been provided, must be addressed by 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:** This is reserved for students who are "Walker" zoned and do not have assigned bus transportation. Families who are zoned as "walkers," dismissal will be in the front of the school. If your child is not zoned a "walker," you must report to security to sign your child out. A staff member will escort the students to the front of the school. Students walking home will be escorted to the crossing guard to be safely crossed to proceed walking home. Parents choosing to pick up their "walker," should park and go to the designated spot (grass area by cone with flag marked walker pickup). The staff member will bring the students to the grass area to meet you. **For your child's safety, please do not call your child over to the car that is parked in the parking lot.**