

**John F. Kennedy School**  
**1310 Ratzer Road      Wayne, New Jersey 07470**  
**973-633-3160              Fax: 973-942-1711**

September, 2008

Dear Parents and Guardians,

In order for the Wayne School District to continue to provide a safe and secure environment for your child(ren) during dismissal time, the Board of Education has established a dismissal procedure for our elementary schools. The attached permission slip will indicate your preference regarding the manner in which your child(ren) is dismissed from school on a daily basis.

Upon dismissal, students either take a bus, are permitted to walk home independently, or leave school accompanied by a parent or their designee. **UNLESS THE SCHOOL HAS, ON FILE, WRITTEN PERMISSION FOR YOUR CHILD TO WALK HOME BY HIMSELF, YOUR CHILD WILL NOT BE PERMITTED TO LEAVE SCHOOL AT THE REGULAR 3:20 PM DISMISSAL TIME.**

For students being picked up by any person other than the person indicated on the attached Dismissal Permission Slip, a written, dated note from you, identifying that individual's name must be submitted to the school by 9:00 AM. If you indicate that you or your designee will be picking up your child at the door, and you and or your designee are not present, your child will be escorted to the school Main Office. Once in the office, a phone call will be made in an attempt to contact you, and your child will be placed in the school's "Extended Care Program." **Please be aware that, in this instance, you will be charged a fee for your child's supervision in this program. That information is included in this mailing.** In addition, in the event of an unexpected early dismissal from school due to an emergency situation or weather related cause, the Connect-Ed Emergency Notification System will contact you with dismissal information. If no contact is made with you or your listed contacts, your child will not be dismissed from school.

In case of an emergency, which prevents you and or your designee from picking up your child, you should contact the school office as soon as possible, using the telephone number provided within the specific school procedures in this letter.

(OVER)

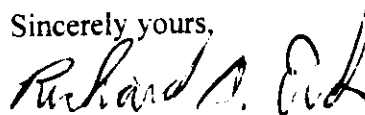
At this time, I would also call your attention to the following dates on the school calendar that are designated as Early Dismissal Minimal Days. Please note that the procedure outlined above will also be followed on these days: **November 24, 25 and 26, 2008, and June 24 and 25, 2009. Dismissal will be at 1:15 PM** on these days.

Kindly read and complete the attached "Dismissal Permission Slip" indicating your preference for dismissing your child(ren) from school. **Please return the completed form to school on the first day, Wednesday, September 3, 2008. You will need to complete a form for each child attending school.**

**Please refer to the specific dismissal routines for your child(ren) that are outlined below. You should retain this information as a reference for yourself or your designee.**

We would like to thank you for your continued support and cooperation in providing a safe and secure environment for your child(ren).

Sincerely yours,



Richard D. Erck

Principal

This Dismissal Slip that you sign shall apply for the 2008-2009 academic year unless it is rescinded or amended by the parent(s), in writing. Students will be dismissed only in accordance with the terms of this Dismissal Slip unless the District is specifically notified, in writing, by the parent, that a different dismissal procedure is required on a specific day.

**John F. Kennedy School Dismissal Procedures**

973-633-3160 Fax: 973-942-1711

At 11:35 a.m., Kindergarten students for the A.M. Session will be dismissed through the front entrance doors.

At 3:20 p.m., students in Grades 1, 2, and 5 will exit through the front entrance doors.

At 3:20 p.m. students in Kindergarten and Grades 3 and 4 will exit through the side entrance doors. (These doors are to the left of the front entrance doors.)

Please note: If you allow your child to be picked up on the front sidewalk as you wait your turn in the vehicle line or allow them to walk up to the traffic light, you need to check the following category on the attached *Elementary Parent Permission Dismissal Slip*:

My child is permitted to leave school building at dismissal unaccompanied.

If you pick up your child at the designated dismissal door, you must be standing at that door to receive your child.

Elementary Parent Permission Dismissal Slip

September 2008

Dear Parent Guardian:

Please read and indicate the procedures you would like our school to follow regarding the dismissal of your child. Please list your child's name, grade, and class below:

\_\_\_\_\_ Student's Name                      Grade                      Class

**Kindly check (✓) ONE dismissal option for the child that you have listed above.**

\_\_\_\_\_ I, designee will pick up my child at the designated dismissal door.  
Designee name \_\_\_\_\_ Relationship \_\_\_\_\_ Age (if sibling) \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ My child is permitted to leave school building at dismissal unaccompanied.  
(e.g. walk home and walk to my car that is parked)

\_\_\_\_\_ My child attends Extended After Care. Please circle (Mon, Tues, Wed, Thurs, Fri.)  
If your child does not attend every day, please check an additional option for days not attending.

\_\_\_\_\_ My child takes the bus. (e.g. Board of Ed., Kinder Care, Boys and Girls Club)

Please list the names of any other brothers sisters in this school.

\_\_\_\_\_ Student's Name                      Grade                      Class

\_\_\_\_\_ Student's Name                      Grade                      Class

***I have read the attached "Dismissal Procedure" information.***

\_\_\_\_\_ Print Parent Guardian's Name                      Phone \_\_\_\_\_

\_\_\_\_\_ Signature of Parent Guardian                      Date \_\_\_\_\_

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