

DISMISSAL INFORMATION

Packanack Elementary School, 190 Oakwood Drive Wayne NJ 07470

Phone: 973-633-3170 Fax: 973-872-1215

August, 2019

Dear Parents /Guardians:

The Wayne Township Public School District is committed to providing a safe and secure environment for your children. 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 is dismissed from school on a daily basis.

You MUST return the attached "Parent/Guardian Dismissal Form" to your child's teacher (1 form /child) on the first day of school, Wednesday, September 4, 2019.

If it is not returned you will be required to pick up your child/children in the Gym.

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For students being picked up by any person other than those indicated on the attached **Dismissal Permission Form**:

- A *written*, dated note from you, identifying the individual's name/relationship must be submitted to the Main Office by 9:00 am.
- If you indicate that you/designee will be picking up your child at the door and you/designee is not present, your child will be escorted to the Main Office & will there remain there safely until you/designee is contacted and arrives.
- *IN CASE OF AN EMERGENCY, WHICH PREVENTS YOU/DESIGNEE FROM PICKING UP YOUR CHILD, YOU SHOULD CONTACT THE SCHOOL OFFICE AS SOON AS POSSIBLE AT 973-633-3170. ANY CHANGE IN DESIGNEE MUST BE RECEIVED via EMAIL TO YOUR CHILD'S TEACHER AND PHASERT@WAYNESCHOOLS.COM BY NOON.*
- In the event of an unexpected early dismissal from school due to an emergency situation or weather related cause, the Emergency Notification System will contact you with dismissal information. If no contact is made with you or your listed contacts, your child will stay at school until you /designee arrives.

Sincerely yours,

**Mr. Roger R. Rogalin**

Principal

### Packanack School Dismissal Procedures

#### At 3:20 p.m

- ❖ **PM Kindergarten / KWRAP** students and their older siblings (if applicable) will exit through the outside doors of the Kindergarten classroom (#26)
- ❖ **Grade 1** will exit through the Ratzler Road/Parking Lot Door (#5) to a parent/designee
- ❖ **Grade 2** will exit from the 3<sup>rd</sup> outside classroom door facing the Staff Parking Lot/Nature Trail side of the building
- ❖ **Grades 3 and 4** will exit through the Playground/Media Center Door (#7)
- ❖ **Grade 5** will exit through the Main Entrance/Oakwood Drive Door (#1)

#### Please Note:

- ❖ If you pick up your child at a designated dismissal door you must be standing at that door to receive your child
- ❖ Pick up will be at the door of the youngest child - Older siblings will be released earlier to meet the younger sibling