

MENDHAM TOWNSHIP ELEMENTARY SCHOOL

*A home for nurturing habits of the heart and the mind*



OFFICE OF THE PRINCIPAL

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August 24, 2007

Dear Families of the Mendham Township Elementary School Community,

As we begin a new school year, I would like to notify those of you new to the district and remind our 'veteran' parents of the arriving and departing procedures in order to ensure the safety of our children, should your child not be able to take the bus. Please keep in mind that in order for your child to be picked up, a note must be received in the office prior to 12 p.m. All morning arrivals and afternoon departures by car will take place at the rear of the building. You should be aware *that supervision is unavailable prior to 8:45 a.m.* Therefore, it is essential that you drop off your child at or after this time

To make this process safe, orderly and efficient, I respectfully request, that you carefully follow the established procedure detailed below. It is imperative that the traffic flow in each instance of morning arrival and afternoon departure is precisely adhered to. Once on the property, please proceed along the drive and bear to the right, both as you approach the circle and upon reaching the side parking lot. Our recently paved parking lot will clearly identify the car rider lane. The lane will proceed around the perimeter of the side lot, along the soccer field, and approach the entrance to the new gym around the perimeter of the back lot.

In order to ensure that the car line moves along smoothly we kindly request, upon arriving and departing, that *you remain in your vehicle throughout the process.* At dismissal, it would be of great assistance to the staff supervising the process, if you could please resist the temptation to park your car in the spaces and cross the car rider line on foot to get your child from the gym. Several near misses involving adults and children took place as a result of this last year. It is a matter of your and your child's safety as well as consideration to others who are in line and following the procedure. The staff member on duty will assist your child with exiting and entering your vehicle. To support us with expediting this procedure we would greatly appreciate you placing a placard clearly identifying your last name on the passenger side window so that your child(ren) can be called quickly from the gymnasium. The arrival and departure of buses, as well as the procedure for children who walk will continue as usual.

With your cooperation and understanding, I'm sure we will make this procedure as safe and efficient as possible. I thank you in advance for your anticipated cooperation and look forward to working with you as the year goes along.

Very truly yours,

Michael Craver