



Winfield Township School
7 ½ Gulfstream Ave
Winfield, NJ 07036
Phone: (908) 486-7410 Fax: (908) 486-4571
Ross LeBrun ♦ Chief School Administrator



August 21, 2019

Dear Parents/Guardians,

The Board of Education has a policy, *Pupil Supervision After School Dismissal*, regarding the dismissal of children. In an effort to ensure the safety of all students, and to see that children are dismissed according to the wishes of the parents, it is necessary for all parents to fill out the *Dismissal Request Form*.

The following procedures will be in place for dismissal (Regular Dismissal Days 3 pm, Early Dismissal Days 12:53 pm):

1. Preschool through 4th grade students will be dismissed through the front center doors on Gulfstream Avenue to a parent or parent designee listed on the *Dismissal Request Form*.
2. Students who do not reside in town must be dismissed to a parent or parent designee listed on the Dismissal Request Form.
3. Under no circumstances will students be dismissed to ride public transportation.
4. 5th through 8th grade students will be dismissed through the door on the corner of Gulfstream Ave. and Atlantic Drive according to the submitted *Dismissal Request Form*.
5. Parents picking up younger children may have the option of having their older children dismissed through the front center doors on Gulfstream Ave.
6. If so noted on the *Dismissal Request Form*, homeroom teachers will dismiss students directly to those parents or parent designee at the above noted doors.
7. Students on Safety Patrol whose parents are requesting parental pick-up will return to the school for dismissal directly to their parents at the front center doors on Gulfstream Ave.
8. Parents wishing to change the *Dismissal Request Form* must do so in writing.
9. If someone is not available to pick up the child according to the *Dismissal Request Form*, the child will wait in the office until the authorized person is available to pick-up the child.
10. If a parent or designee is running late, if possible, the main office should be contacted with the approximate time of arrival at 908 486-7410
11. As per policy, "If a parent/escort is twenty minutes late to pick-up a supervised pupil for any reason, a fee of \$50.00 will be imposed."
12. In cases of unscheduled early dismissal days (ex. weather emergency) or other emergency, parents will be contacted directly by the school with additional information.

If you have any questions or concerns, please call can be reached at 908 486-7410.

Dismissal Request Form

2019-2020

Student _____ Grade _____

_____ My child is to be released at the end of the day to walk home and does not need to be released to a parent or parent designee.

_____ My child may not be released at the end of the day to walk home. They will be picked up by:

I understand my child will be released to those named above at the following door:

Preschool through 4th grade - front center doors on Gulfstream Ave.

5th through 8th grade - school door on the corner of Gulfstream Ave. and Atlantic

Drive

_____ My 5th through 8th grade child has younger siblings please dismiss them to the adults named above at the front center doors on Gulfstream Ave.

I understand that changes to the *Dismissal Request Form* must be done in writing.

Parent Signature _____ Date _____