



# Marlboro Elementary School

Patricia S. Walsh  
*Principal*  
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## **IMPORTANT ARRIVAL AND DISMISSAL INFORMATION FOR ALL FAMILIES**

Dear Parents/Guardians:

At Marlboro Elementary School our top priority is to provide a safe, secure environment where your child can focus on learning to their utmost potential. One of our biggest challenges is maintaining the integrity of the educational day from student drop off through student dismissal. We have nearly 900 children learning with us every day. Managing the movements of these children throughout the day requires tremendous coordination and we commend our Elementary School staff on their dedication and professionalism as the building functions very smoothly. We continue to struggle balancing the needs of family life against the necessity of maintaining the safety of all children in our building.

### **Arrival/Dismissal**

#### **A.M. Parent Drop Off**

- Parents needing to drop a child off at school may do so at the east (rear) entrance between 8:50 and 9:00. There is no adult supervision prior to 8:50; please do not leave your child unattended.
- Cars should be driven in a single line along the school and slowly move forward to the east entrance doors. Only the first two car lengths should allow children to get out of vehicles on the sidewalk from the passenger side of the car.
- Parents wanting to park and walk a child to the entrance doors should park in spaces along the fence and use the sidewalk to enter the east entrance.
- Students arriving after 9:00 will be marked tardy; late children must be signed in at the main office entrance Greeter desk.

#### **P.M. Parent Pick Up**

- Parents needing to pick up a child at the end of the school day may do so at the east (rear) entrance at 3:20. Please do not use the main office entrance, as we will be supervising dismissal.
- Photo identification is required at the time of pick up.

A student will not be released from an assigned bus to a “walker/pick-up” student unless a written note is received in the main office before 12 noon on the day the change is being requested.

Emergency phone call requests to change the dismissal status of a student will only be accepted before 12 noon. If building staff are unable to verify the identity of the phone caller the request will immediately be denied. We are tracking each instance when an emergency occurs.

Emergency phone call requests will not be honored after three emergency phone call requests are made by a single family, regardless of the time the call is made.

Please remember all parental pick-ups occur in the rear of the building. After 2:50 pm there will be no pick-ups allowed at the main entrance. If a parent shows up in person to pick up their child after 2:50 pm and a note or emergency phone call has not been received your child will be placed on the bus and be dropped off at their regular stop location. There will be no exceptions to this protocol. We simply cannot verify identities and ensure student safety in the midst of dismissing almost 900 children while loading buses.

Please utilize school buses to send your child to and from school whenever possible. School buses are statistically the safest mode of transporting your child to and from school. Utilization of MCSD busing will reduce vehicular congestion at school, further enhancing the safety of students, staff, and the public. These procedures are in place to ensure the safety of ALL students at Marlboro Elementary School; we ask that you have patience with staff throughout the dismissal process. We truly do love your children and will do everything we can to keep them safe. Your assistance and cooperation is greatly appreciated.

Sincerely,

Mrs. Walsh  
Principal

Mrs. Cameron  
Assistant Principal

Mr. Witherow  
Director of Business & Finance