



**IMPORTANT STUDENT DISMISSAL PERMISSION PACKET**

**Elementary Schools/Grades K – 5**

**2017-2018**

Dear Parents/Guardians:

In order to ensure that your child is safely dismissed from school at the end of each school day, read the following information carefully regarding our **regular, early and emergency dismissal** schedules and procedures. **Please complete page 3 which requires your signature in three places and return to your school’s main office.** In addition, take time to review your child’s **School Student Handbook**. Copies are available to you in the school’s main office or on the school website.

Kindly review carefully the dismissal times, specific dates indicated and other pertinent safety information. Complete the attached form **for each child** enrolled at the elementary school K-5 and submit to the main office of the respective building **no later than Tuesday, September 12th.**

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**Regular Dismissal**

Below please find the regular hours for the elementary schools.

- Preschool A.M Program.: 8:50 a.m. – 11:30 a.m.
- Preschool P.M program: 12:20 p.m. – 3:00 p.m.
- Full Day Preschool Program: 9:00 a.m. - 2:45 p.m.
- Elementary Schools: 8:30 a.m. – 3:10 p.m.

**Early Dismissal**

On scheduled early dismissal days, students will be released from the **elementary schools** at 12:45 p.m.

An early dismissal has been scheduled for the elementary schools for the 2017-2018 school year on the following dates:

- Monday, October 9
- Wednesday, November 22
- Thursday, November 30
- Friday, December 1
- Friday, December 22
- Monday, January 8
- Thursday, February 15
- Monday, March 12
- Thursday, March 22
- Friday, March 23
- Tuesday, June 18
- Wednesday, June 19
- Thursday, June 20

**\*\*Note: On these dates there will be no PM preschool classes**

## **Emergency Dismissal**

Occasionally there are times when one or all of the Tenafly Public Schools must close early due to inclement weather or other hazardous conditions. In this case a message will be posted on the district website, and parents will be notified through the **Honeywell Instant Alert System**. The **time and reason** for this **emergency dismissal** will be clearly indicated on both the website as well as the Honeywell Instant Alert. In order to receive these important alerts you must be registered. Please visit the district website at [www.tenafly.k12.nj.us](http://www.tenafly.k12.nj.us) and go to the **FOR PARENTS** link for information on how to register or to update your account. **Students must be picked up on emergency dismissal days and released only to parent or authorized adult.**

## **After School Supervision - SACC**

The School Age Child Care program, [SACC] is available at each of the elementary schools for an additional fee. The general hours of this program are as follows:

7:30 a.m.– 8:30 a.m.

3:10 p.m.– 6:00 p.m.

Students who are enrolled in this program will be dismissed from their classroom to the SACC program.

Parents are to arrange morning drop-off and afternoon pick-up from SACC directly with the facilitators of that program. Generally SACC is available on **Regular** and **Early Dismissal days**. Parents enrolled in the program will be notified if there is any change in coverage for specific dates and emergency situations. For further information on the SACC Program, please contact Joanne Lehman at [jlehman@tenafly.k12.nj.us](mailto:jlehman@tenafly.k12.nj.us) or 201-816-4526.

Students not enrolled in SACC and who are not picked up by an adult as indicated on the attached **Dismissal Form**, will be brought to the main office and supervised by the principal or his/her designee. Every effort will be made to contact the parent/guardian or an adult authorized as per the student's emergency contact information.

In those instances when supervision is not permissible in the main office, students will be escorted to the **SACC Program**, incurring costs in alignment with regular program fees. Students will be supervised there until a parent/guardian or adult emergency designee can obtain their child from the school building. Keep in mind that the SACC Program ends at 6:00 p.m.

**REQUEST FOR SUPERVISION AT DISMISSAL FROM SCHOOL FORM  
2017-2018**

**(Be sure to read and sign all three sections below)**

Name of Parent/Guardian: \_\_\_\_\_  
(Please print)

Name of Child: \_\_\_\_\_  
(Please print)

Name of Classroom/Homeroom Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_  
(Please Print)

\_\_\_\_\_ I have read and understand the information outlined in the **STUDENT DISMISSAL INFORMATION PACKET** and the **SCHOOL STUDENT HANDBOOK**.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**For the purposes of this permission form, "directly released" means that the parent or designated adult must personally pick up the child from the teacher at the established exit.**

**Please indicate the dismissal procedure that will be followed for REGULAR DISMISSAL:**

\_\_\_\_\_ My child must be **directly released** to his/her parent/guardian or an approved adult on the emergency contact list which I have provided to the school.

\_\_\_\_\_ My child can be dismissed from the building without the teacher releasing him/her directly to the parent/guardian or an approved adult on the emergency contact list.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Please indicate the dismissal procedure that will be followed for the district scheduled EARLY DISMISSAL DATES listed on page 1 of the packet:**

\_\_\_\_\_ My child must be **directly released** to his/her parent/guardian or an approved adult on the emergency contact list which I have provided to the school.

\_\_\_\_\_ My child can be dismissed from the building without the teacher releasing him/her directly to the parent/guardian or an approved adult on the emergency contact list.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_