



## EAST RUTHERFORD PUBLIC SCHOOLS

### McKenzie School

125 Carlton Avenue

East Rutherford, NJ 07073

Phone: (201) 531-1235 □ Fax: (201) 531-1491

[www.erboe.net](http://www.erboe.net)

### Drop-off Procedures

Dear Parents and Guardians,

Please follow the drop off and pick-up guidelines below to help ensure child safety. There will be staff to guide the students into the building from 8:10 A.M. to 8:35 A.M. If you are dropping your child off late, please legally park and escort your child into the Main Office.

All 3<sup>rd</sup> and 4<sup>th</sup> grade students are to be dropped at the designated **Wall Street** location beginning at 8:10 A.M. and no later than 8:35 A.M. These students will utilize the door which is closest to Totland. All students will proceed directly into the auditorium.

All K – 2<sup>nd</sup> grade students are to be dropped off at the designated **New Street** location beginning at 8:10 A.M. and no later than 8:35 A.M. All students will proceed directly into the auditorium.

- If you have children in multiple grade levels you may utilize either drop off location.
- There is a parking lot at the entrance to Elm Street off Paterson Avenue.
- **DO NOT** use residential, firehouse, or other driveways to park your car.
- **DO NOT** park illegally, block driveways, or interfere with the traffic flow.
- Students should only be dropped-off at the posted locations on New Street (yellow line on New Street) and the designated area on Wall Street (left side only by Totland).
- **Only have your child exit your vehicle on the curbside for both drop off locations (Please do not get out of your vehicles for your safety and for the efficiency of drop off).**
- **DO NOT** drop off students on Carlton Avenue.
- Follow police instructions and marked areas.
- **Wait in line and do not cut around other cars to drop off.**
- **Parents are not to enter the building unless their child is tardy.**  
(A student is considered tardy after **8:35 A.M.**)

Thank you for your continued support and cooperation.

Sincerely,

Brian Barrow  
Principal