



## 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)

### McKenzie School Drop-off and Arrival 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 8:15 A.M. to 8:34 A.M. for students in Kindergarten to 3<sup>rd</sup> Grade. If you are dropping your child off late, please legally park and escort your child into the Main Office.

**All 3<sup>rd</sup> grade students** are to be dropped at the designated **Wall Street** location beginning at 8:15 A.M. and no later than 8:34 A.M. These students will utilize the door that is closest to Totland. All students will proceed directly to their classrooms.

**All K – 2<sup>nd</sup> grade students** are to be dropped off at the designated **New Street** location beginning at 8:15 A.M. and no later than 8:34 A.M. All kindergarten students will enter the main entrance on New Street, and all 1<sup>st</sup> and 2<sup>nd</sup> Grade students will enter Door #2 off New Street by the flagpole. All students will be greeted and guided by McKenzie staff at the entrances and within the building.

**All Pre-K Program students** are to line up daily in Totland and wait for their classroom teacher/staff member to pick the class and students up at their designated start times (ex. 8:45 A.M. for Pre-K A.M. and full day, and 12:40 P.M. for Pre-K P.M. program).

- 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. The parent must park legally and utilize the main entrance to sign their child into school. (A student is considered tardy after 8:34 A.M.)**

Thank you for your continued support and cooperation.

Sincerely,

Brian Barrow  
Principal