



# 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)

### Pick-Up and Dismissal Procedures

Dear Parents and Guardians,

Please follow the pick-up and dismissal guidelines below to help ensure child safety. There will be a staff member providing a direct handoff for your child at dismissal to a parent/guardian and there will be a staff member to guide and dismiss your child from McKenzie School to the busses at dismissal during their designated times.

**Dismissal Locations and Times:** All 1st, 2<sup>nd</sup>, and 3<sup>rd</sup> grade students are to be picked up at our Firehouse Exit (Door #5) located off Carlton Avenue. All Pre-K and Kindergarten students are to be picked up at our Totland Exit (Door #3).

Grade Level	Full Day Dismissal Time & Location	One Session Day Dismissal Time
Pre-K	Pre-K Full Day: 3:10 P.M.	Pre-K Full Day: 12:35 P.M.
	Pre-K AM Only: 11:15 A.M.	Pre-K AM: 10:40 A.M.
	Pre-K PM Only: 3:10 P.M.	Pre-K PM: 12:35 P.M.
	<b>Totland Exit (Door #3)</b>	
<b>K</b>	3:06 P.M. <b>Totland Exit (Door #3)</b>	12:30 P.M.
<b>1st</b>	3:06 P.M. <b>Firehouse Exit (Door #5)</b>	12:30 P.M.
<b>2nd</b>	3:06 P.M. <b>Firehouse Exit (Door #5)</b>	12:30 P.M.
<b>3<sup>rd</sup></b>	3:06 P.M. <b>Firehouse Exit (Door #5)</b>	12:30 P.M.

- There is an additional 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, fire lanes or interfere with the traffic flow.**
  - DO NOT** park or pick up students on Carlton Avenue.
  - Follow police instructions and marked areas.
  - Parents or guests are not to enter the building unless they have an appointment.**
- (All students need to be picked up at their dismissal locations prior to the times indicated above.)**

Thank you for your continued support and cooperation.

Sincerely,

Brian Barrow