

MOSS SCHOOL
16 Simpson Place
Metuchen, New Jersey 08840

"A Great Place to Grow"



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Principal/Assistant Superintendent

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Dear Parents;

The beginning few weeks of kindergarten are a transition to a number of new things. As always, our primary concern is the safety of the children. To that end, we all work diligently together to ensure the children's safety at all times of the day, especially during dismissal when students are released. In order to ensure 100% of the students are picked up by an authorized adult every day, we would like to inform you of some improvements we have made in the area of child safety and dismissal procedures to ensure the safety of your children. We thank you in advance for your patience and cooperation as we are dismissing our classes.

On the district website, there is a link to all the district policies and regulations. There you will find policy 8601 regarding Pupil Supervision After School Dismissal. The link is:

<http://www.metuchenschools.org/metuchen/Our%20Parents/POLICY%208601%20Pupil%20Supervision%20After%20School%20Dismissal.pdf?1409770418>). In accordance with the policy, children will only be released to an authorized adult. The way in which parents may authorize an adult, other than the parent, to pick up their child at school is to fill out the yellow emergency card that you receive from your child's teacher the first day of school. On the card, it asks, "Who will pick up your child?" Please indicate the person/s that will pick up your child and his or her names. More names can be added to the card at the bottom if needed. If your child attends after-care, please write the name of the after-care program that your child attends (BASC or YMCA for example).

Once the emergency card is returned to your child's teacher, any adult written on the form can escort your child. Your child will not be released to anyone who is not written on the form. If there is an emergency or an appointment, and you need someone not written on the card to pick up your child, please provide a written note with your child that day so the teacher has notification in writing who is authorized to pick up your child that day. If an emergency occurs after your child is already at school and you are unable to fax or email the school, please call the Moss School Office.

In order to help speed up the dismissal process we will be releasing each class at a separate exit. The children in **Ms. Anderson's class will be exiting the building on the side of the school near the playground.** **Ms. Spring's students will be dismissed at the door all the way at the end of the courtyard near the elevators (handicap access).** **Mrs. Fischer's class will be dismissed at the door where the children enter in the morning.**

Due to strict enforcement of the 8601 Policy, phone calls alone can no longer be accepted to authorize an adult who is not on the emergency card. These pick-up procedures will begin on the first day of school.

If you are taking home a child from another class, you can pick up that child at your child's location. The teachers will make sure the student is sent to the proper class. These pick-up procedures will begin on the first day of school.

Thank you for your patience and understanding.

Rick Cohen