Stillman Drop off and Pick up Procedures:

Safety remains our top priority. For this reason, parents and guardians are not permitted to walk their students to their classrooms at any time (including the first day of school.) Before being able to view your child's homeroom teacher on Genesis you will need to fill out several permissions. Please be sure to review the Student Handbook with your child. You will also be required to choose your preference for your students' dismissal. There are two options: Direct Release and Independent Release. **Direct Release** permission means that your child will be released **directly from the teacher to you** or a previously approved adult from the door they are dismissed from. (This is recommended for grades K-2). **Independent Release** means that you are allowing your child to leave the building on their own. (Many parents choose this option if they will be using the drop off car line, if they want their child to meet them at a specific location, or if their child will be walking home. It is important to note that if your child is in 5th grade and you choose "Direct Release" you will be required to enter the building to pick up your child from the office.

Many families choose to walk to and from school daily and this is strongly encouraged! When crossing Tenafly Road, be sure to cross **only** in the locations where the crossing guards are located. Crossing into the drop-off/pick-up zone is dangerous and prohibited. **Your complete cooperation with the drop off and dismissal plan helps us to ensure the safety of our children. Please obey all traffic signs and parking rules.** Tenafly Rd. serves as a "kiss and drop" only (meaning you must stay in your car.) Students should not be dropped off on Hamilton or Windsor as it disrupts the flow of traffic and impedes upon parking. **There is no-double parking at any time.** Please allow plenty of time for pick up/ drop off and remember that this is our community. Please model patience, safety, and etiquette for your child by treating all drivers and pedestrians respectfully. **In addition, please be reminded that pets are not allowed on our school property at any time.**

Please note the entrances along the driveway are numbered with either a B or a D and a corresponding number. **The back driveway (Off Hamilton Place) is for Faculty Parking ONLY and is off limits to all others during the hours of 7:30AM through 4:30PM. Parking along the school on Windsor Road is also designated as Staff Parking.**

Designated Doors for Drop Off and Pick Up:

Class	**Drive Way Entrance**		**Class**	**Windsor Road Entrance**
4B, 4L, 4S	**D5** (By Tenafly Rd)		3K, 3P	**B1** (Main Door)
1B, 1E	**D4** (Middle)		KS, KW	**D4** (Middle)
			5E, 5N, 5W	AM: **B1 (**Main Door) PM: **B2** (Main Door)
2F, 2P, 2S	**D3** (Closest to the playground)			

Please be reminded that **school begins at 8:30 sharp**. After 8:30 students are considered late. If you arrive after 8:30, please report through the main doors, which will be supervised through 8:40 for student entry. All students are officially marked tardy at 8:40.

Visitors to the building:

Our primary goal is to make visitors feel welcome as they arrive to visit our school community while still ensuring student and staff safety. Our doors are always locked. A Door monitor will be stationed by our front doors for parents and community members who are visiting the school for any reason. **Please be sure to have your license or picture identification with you as it is required for entry into our schools.**

BUILDING ACCESS FOR APPOINTMENTS

In order to access any part of our building, you should have a scheduled appointment or purpose for volunteering. Upon arrival, parents and visitors are required to enter through the main entrance (On the corner of Tenafly and Windsor Roads) When you arrive, please state your full name and your purpose for visiting.

- Our Door Monitor, Mr. Mike, will scan your driver license and confirm the reason for the visit. Approved visitors will be given a visitor's badge upon entering.
- Visitor badges need to be worn and visible throughout your time in our school.
- Visitors are required to return the visitor's badge upon exiting the building.

DROPPING OFF ITEMS FOR STUDENTS

While dropping off items is strongly discouraged, we do recognize that there are times when for medical or emergency reasons, you will need to deliver something to your child. **Homework should not be dropped off.** Forgetting an assignment serves as a learning opportunity and assists your child with building responsibility and independence. We only allow students to call home for lunch, instruments, and/or extenuating circumstances. We will not interrupt classroom instruction for the pick-up of personal items.

Items that need to be dropped off for students must be labeled with:
Student´s first name
Student´s last name
Homeroom

PICKING UP MATERIALS:

If you need to pick up materials, please let the teacher and the office know in advance.
If your child is absent and you would like us to hold their pre-paid HSA lunch, please notify the office by 11:00am. If we are not notified, the lunch may be used as an extra lunch for students in need.

PICKING UP STUDENTS EARLY

If you need to pick up your child early, it is best to let the main office know ahead of time. When arriving at school, please let the door monitor know of your student's name and class so that they can be sent down to you. The sign out book will be located with the door monitor. **Please do not pick up your child between 2:45 and 3:10pm.**