



# JOHN F. KENNEDY ELEMENTARY SCHOOL

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**Dear JFK Families,**

I hope everyone had a joyful summer! We are very excited to start this school year and can't wait for all our students to return! This letter will provide you with arrival and dismissal information for this school year. For returning families, the basic procedures are the same as last school year. Thank you in advance for your partnership in helping to ensure the safety and wellbeing of our students, families, and staff during the drop off and pick up times. Please read these procedures carefully and let us know if you have any questions.

Next week, you will receive a mailing which will include a (bright yellow) dismissal form. This dismissal form is extremely important, as it tells our JFK Staff how your child will be dismissed on the first day of school and beyond. In addition, this form also designates who is authorized to pick up your child from school. **This form must be completed and returned on the first day of school.**

I want to thank all members of the JFK staff for their time and effort to prepare our school for your children! Our custodians and main office staff have been working hard to ensure our instructional spaces are ready and our teachers have been thinking and planning on how they will meet the needs of our students this school year. We are very excited to begin and believe it is going to be a great year! We are looking forward to seeing you in the next couple weeks. I hope everyone has a great final few days of summer!

# Arrival and Dismissal Information

## **Student Arrival 8:20-8:40 AM**

### **STUDENTS ARRIVING BY BUS:**

- Bus routes will be posted on the Milford Public Schools website transportation page at [Transportation | Milford Public Schools](#)
- Students will follow the bus expectations, which will be reviewed by the bus driver and JFK staff members.
- K & 1 students will report to the multipurpose room. Students in grades 2-5 will report directly to their classrooms.
- If your child needs breakfast/snack, they will go to the cafeteria as soon as they arrive and then proceed to their designated area.
- School Staff will monitor students as they enter the building.

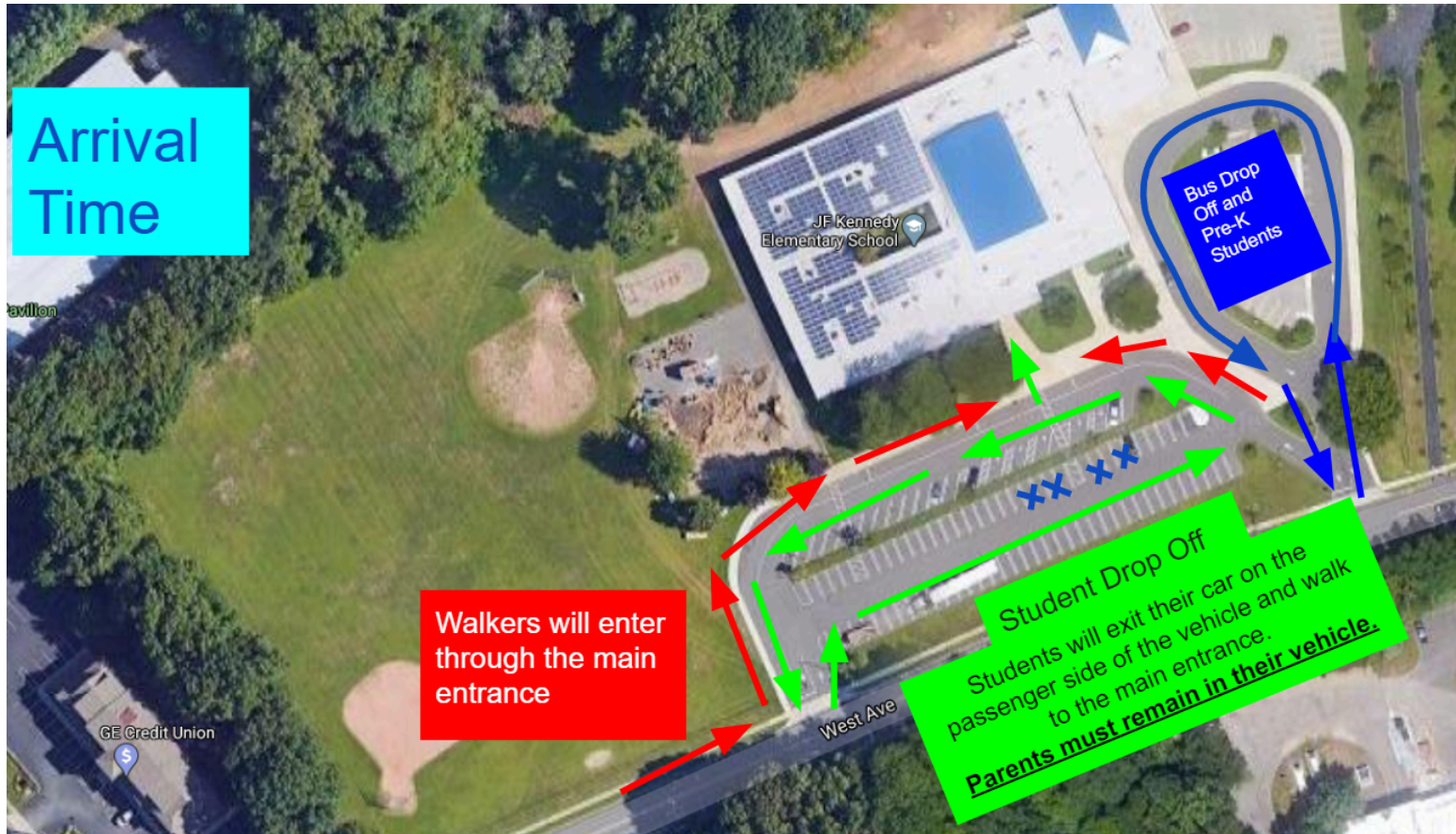
### **STUDENTS ARRIVING AS WALKERS:**

- Students will enter the building through the main doors.
- Students will be directed to their designated area during the arrival process.
- If your child needs breakfast/snack, they will go to the cafeteria as soon as they arrive and then proceed to their designated area.

### **STUDENTS BEING DROPPED OFF BY CAR**

- Students will enter the building through the main doors and report directly to their designated areas.
- If your child needs breakfast/snack, they will go to the cafeteria as soon as they arrive and then proceed to their designated area.
- Vehicles for K-5 students will enter the parking lot through the main entrance.
- Vehicles for Pre-K students will enter the side parking lot, furthest from the JFK playground. Families are asked to drive around the bus loop to drop off their child. Pre-K students will enter the building through the designated doors leading to their classrooms.
- Important note for vehicles in our K-5 drop off loop - **In an effort to help ensure the safety of all students, staff, and families, only students should exit the vehicle in the drop off lane. Please have your child(ren) exit the vehicle on the passenger side of the car (the side closest to the school) so that they are not walking in the drop off lane. We ask that [all parents remain in their car](#) throughout the duration of the drop off process.**
- If your child needs assistance getting out of your vehicle, **please park in the outer parking lot** (Blue X on the map below) and walk them to the main crosswalk. A staff member will

cross them through the parking lot towards the sidewalk. From there, students will enter the building through the main entrance.



## Student Dismissal - 3:25 PM

### STUDENTS RIDING THE BUS

- When called, students will be dismissed from their classrooms to a bus queuing area.
- School Staff will monitor students in the queuing area and as they walk to the bus.

### ESCORTED WALKERS

- A walker pick up procedure will be utilized for those students who are walking home with adult family members.
- Students walking home will utilize door 2 for dismissal (See map - Listed in red).

### INDEPENDENT WALKERS

- Those students in 4th and 5th grade who are walking home independently will be dismissed directly from their classrooms to designated exits.
- Students must report directly home and not congregate on school property or use school playgrounds.

## STUDENTS BEING PICKED UP BY A CAR

MPS elementary schools will continue to utilize a tag system for car pick up to enhance safety while expediting student pick up in the afternoon. The tag system will consist of a numbered pick up tag for the pick up vehicle. Students in K and 1 will have a corresponding backpack tag and students in grades 2-5 will have their corresponding tag on the back of their student ID badge. As vehicles pull into school property, the pick up tag must be displayed in the windshield area so school staff can view it. Designated staff will use radios to notify staff of the vehicle number and students will be called from the queuing area and monitored by staff to their corresponding vehicle.

In next week's mailing, students in grades K-5 (PreK does not require a tag) will receive two family pick up tags. During pick up times, please ensure that your vehicle tag number is visible to our school staff (step 2, picture below). Please note: all students are provided with a tag number system even if they are not being picked up daily. This will allow for flexibility as your transportation method may change. [If you have not received your pick up tags by Monday, August 26th, please contact the school office at 203-783-3568.](#) **PLEASE DISPOSE OF PREVIOUS TAGS as new numbers are given each year.**

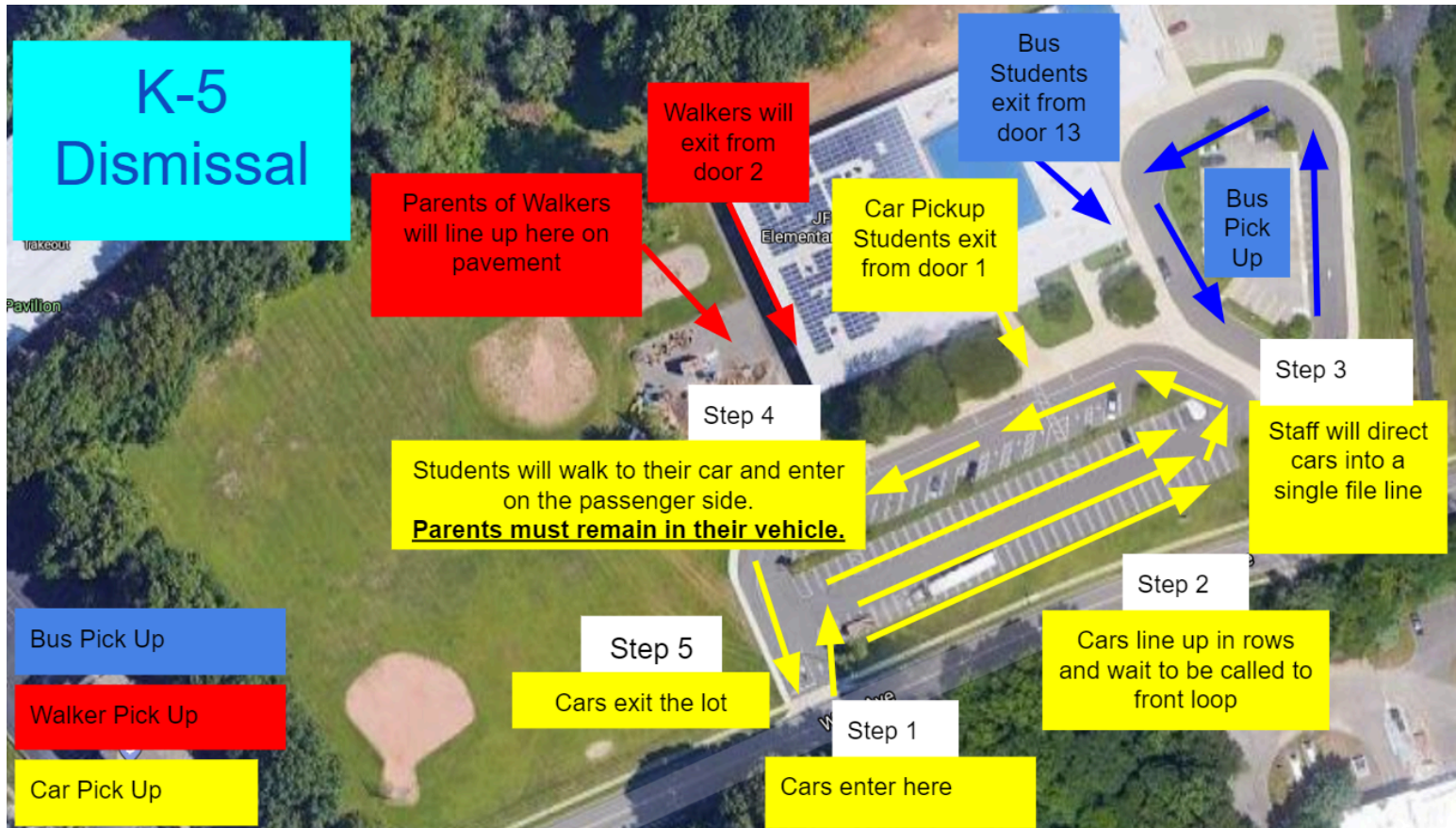
- Student pick up tags: Students in K and 1 will have a corresponding backpack tag and students in grades 2-5 will have their corresponding tag on the back of their student ID badge.
- Should a vehicle not have a hang tag (either missing or alternate pick up), please go through the line and park in the spots closest to the front pick up lane and speak with JFK staff member.
- In the event of a lost/ or missing car tag, families should contact our School Greeter, Mr. Kee, for a replacement tag.
- If another family will consistently pick up your child, please notify the office. **A note or email should be sent to your child's classroom teacher in the morning each day this occurs.**

## ADDITIONAL REMINDERS FOR VEHICLE PICK UP:

- Students should not have an early dismissal from school after 3:05 pm. Should you need to pick up your child early, please plan to pick them up before 3:05 pm to help alleviate delay in the car tag dismissal process.
- Vehicles should not begin to line up in the lane (step 2 below) before 3:00 pm.
- Vehicles must stay in the lane and should not attempt to go around other vehicles.
- **All adults must remain in their vehicles throughout the entire process. If your child requires you to get out of the vehicle to be buckled in please park your car and pick them up as a walker.**



- Vehicles must not block school driveway entrances or exits to allow for bus entry as well as in the event of an emergency.



### **\*\*PreK- only\*\***

PreK families will pick up their students from the side lot. They will drive into the first lot on the side of the building and will drive around the bus loop after the buses have loaded. Please do not arrive too early and block the buses from entering the parking lot. **PreK will begin dismissing after the buses have exited the parking lot.**

