



School year 25-26 (updated October 2025)

Dear Parents and Guardians:

In order to keep our students safe, we all need to follow our established procedures. Parents who choose not to follow these procedures (i.e. parking illegally or in undesignated areas) will be subject to citations from the Millville Police Department.

Arrival Procedures

Car Arrival

8:45 AM - Cars - Gate is open at 8:30 AM. Car Riders enter the school in the gym. When approaching the cones, pull up as far as you can. Remain in your car and allow the Safety Patrol to open your door and take your child. It is important that you have the children ready to exit the car. We need to keep the line moving.

Walkers and Bus

8:50 AM - Walkers and students enter the building around back in the Gym

Homeroom/Morning Announcements

9:10 AM - Doors close. All students need to enter through the front door. Homeroom begins. Students arriving after this time will be late and must report to the security desk for a late pass.

Dismissal Procedures

Car Dismissal

3:35 PM - Cars - Gate is opened. Cars will line up on the playground side. Staff members will ask your child's name and we will have them at the appropriate cone. Car riders will be dismissed from their classroom at 3:35 PM.

Bus Dismissal

3:35 PM - Bus Dismissal - Students are dismissed through the playground side.

Walkers

3:40 PM - Walkers dismissed (4th and 5th grade walk out the staff parking lot door). All other walkers go out through the front doors. Parents are required to follow safety procedures when walking their children and using crosswalks which are monitored by Crossing Guards.

- It is extremely important to communicate with your child's teacher so that they are in the correct spot for dismissal. **For emergencies, call 327-6100**
- **Parent Sign Out - Students can not be picked up at the front after 3:15 PM.**