



Pennsville Public School District

30 Church Street, Pennsville, NJ 08070-2199

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Superintendent

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Dear Parents/Guardians,

In accordance with Board of Education policy and New Jersey law, school districts are required to provide a process for parents/guardians who do not want their children to leave school unescorted, to make their wishes known to appropriate District personnel. We provide the information below so that you can make an informed decision about your child's individual dismissal plan.

For students in grades 4 and 5, school is in session from 8:20 AM to 2:50 PM on full days and 8:20 AM to 12:50 PM on scheduled early dismissals. Students are not permitted to arrive on school grounds prior to 8:05 AM since supervision is not provided by school personnel. If your child attends school on a modified day schedule, please refer to his/her Individual Education Plan (I.E.P.) for specific times. In the event of an unforeseen early closing (i.e. inclement weather or other event) the school district will attempt to contact all parents/guardians through Connect-Ed, and students will be dismissed following their normal dismissal plans.

During all arrival/dismissal times, designated school personnel will be assigned to strategic posts around the property on duty to ensure student safety on school property. A detailed arrival/dismissal school supervision plan is enclosed with this mailing.

In light of the above information, we need you to make a decision regarding your child's individual dismissal plan. The options are described more fully on the back of this letter. All parents/guardians must complete the Option Form, which can be returned to school with their child; however, if you would like to sign up your child for the Escort Program, kindly also complete the Escort Program Sign-Up/Designated Escorts Form included in this mailing and return it with the Option Form to school **by August 31st for children to be enrolled in the Escort Program on the first day of school.** The form may be mailed or dropped off to the main office to the school at the address below. **Children are not enrolled in the Escort Program until this Option Form and Escort Program sign-up/Designated Escort Information Form is completed and returned to school.** We also remind all parents of the importance of developing a personal safety plan for your child in the event that no one is at home when he or she arrives after school. Please note that enrolling your student in the Escort Program is for the current school year only and must be renewed annually.

If you have any questions regarding these program options, please do not hesitate to contact me. The Option Form and Escort Program Sign-Up/Designated Escorts Form may be returned in the mail to: Penn Beach Elementary School, 96 Kansas Road, Pennsville, NJ 08070.

IMPORTANT: Option Form
2012-13

Child's name: _____ Teacher/Grade: _____

Parent/Guardian's name(s): (please print) _____

Parent/Guardian's Signature: _____

If you checked "Option Two" below, please fill out the escort program information enclosed to enroll in the Escort Program. Thank you.

Option One: Bus Student

_____ My student rides a bus and therefore cannot participate in the Escort Program. I understand that I, as parent/guardian must notify the office if my student is not to ride the bus on a specific day. In that case, my child may be picked up in the main office before dismissal at 2:50 PM or my child may be dismissed at the front of the building as described below in Option 3).

Option Two: Escort Program Student

_____ My child is to be escorted daily to the escort area in room 159 before 2:50 PM on regular days, and before 12:50 PM on early district/school closing days and I or my designated escort person(s), will pick up my child no later than 3:25 PM on regular days, and no later than 1:25 PM on early school closing days* in the Escort Program area in the cafeteria. Escorts may not enter the Escort Program area earlier than 3:10 P.M. or 1:10 P.M. for early district closing days. Escorts will be required to show proper identification and sign out my child with the appropriate school personnel. My child will not be permitted to leave school unattended on any day, for any reason while enrolled in the Escort Program. **I understand that my child will not be dismissed to a vehicle, and that I or the designated escort must come into the escort area in room 159 to sign out my child with proper ID. I also understand that once enrolled in the Escort Program, my child will follow the Escort Program dismissal plan and no alternate dismissal plan will be permitted such as a phone call saying my child is to walk home that day or my child is to be dismissed during regular dismissal.**

Option Three – Other

_____ On regular school days when dismissal is at 2:50 PM, and on early district/school closing days at the 12:50 PM dismissal time, my child will leave the building daily in the following manner: to get picked up, to walk, or to ride his/her bike. **I understand that my child will not have a designated escort to leave school property each day. I realize the supervision of my child while on school property is delineated in the school's arrival and dismissal plan. I also realize that school personnel cannot guarantee that my child follows a specific dismissal plan such as meeting up with a specific person for a ride home. I also understand that if I call the school with a change of plans (i.e.: that my child is to walk home with a fellow student instead of getting picked up by me/guardian) that the school will make every effort to pass the verbal message on to my child, but the school cannot ensure that my child receives or follows that instruction.**

* Since the Escort Program is not a childcare service, parents/guardians of students picked up after 3:25 PM on regular school days or after 1:25 PM on early district/school closing days will be charged a \$15.00 penalty fee. Additionally, any parent/guardian/escort that fails to pick up a child on time habitually, which is defined as three (3) or more times in a school year, may be referred to an appropriate State agency. Further, if a parent/guardian/escort is excessively late on any given day, which is defined as after 3:40 PM on a full day and 1:40 PM on a scheduled early student dismissal, the school will contact Pennsville Police Department personnel to arrange for extended supervision of the child and to determine if any other action is warranted.

Escort Program Sign-Up/Designated Escorts Form

2012-13 School Year

Child's Name: _____ Grade: _____

Parent's/Guardian's Information: (please print)

Parent/Guardian 1: _____

Please list all numbers by which you may be contacted:

Home Phone: _____

Work Phone: _____

Cell Phone: _____

Parent/Guardian 2: _____

Please list all numbers by which you may be contacted:

Home Phone: _____

Work Phone: _____

Cell Phone: _____

***Parent/Guardian's Signature (s):**

*The parent/guardian signature is required for the student to be enrolled in the Escort Program.

***Please list below any person(s) other than the names of the parent(s)/guardian(s) listed above that you are designating as escorts that have your permission to pick up your child from the escort program. Additional designated escorts and their information may be listed on the back of this form.**

***Please note the designated escorts must be at least 18 years of age and must show proper identification. Also, please note that students participating in Just Kids and/or Recreation Dept. activities must have "Rec Dept Representative" and/or "Just Kids Representative" listed. Thank you.**

Name: _____

Address: _____

Contact Phone Numbers:

(home) _____

(work) _____

(cell) _____

Name: _____

Address: _____

Contact Phone Numbers:

(home) _____

(work) _____

(cell) _____

Name: _____

Address: _____

Contact Phone Numbers:

(home) _____

(work) _____

(cell) _____

Name: _____

Address: _____

Contact Phone Numbers:

(home) _____

(work) _____

(cell) _____

Name: _____

Address: _____

Contact Phone Numbers:

(home) _____

(work) _____

(cell) _____

Name: _____

Address: _____

Contact Phone Numbers:

(home) _____

(work) _____

(cell) _____

Name: _____

Address: _____

Contact Phone Numbers:

(home) _____

(work) _____

(cell) _____

Name: _____

Address: _____

Contact Phone Numbers:

(home) _____

(work) _____

(cell) _____