



## CECIL S. COLLINS ELEMENTARY SCHOOL

570 BARNEGAT BOULEVARD NORTH

BARNEGAT, NEW JERSEY 08005

(609) 698-5832 FAX (609) 698-9525

**Nora Green**  
Principal

**Michelle Johns**  
Vice Principal



Hello Parents:

I hope that you are enjoying your summer with your families, as we head towards September and a new, exciting school year!

At the Collins school, student and staff safety is the number one priority. With that being said, please review the following arrival and dismissal procedures.

### **Arrival:**

Students may be dropped off beginning at **7:55 am**. At that time, there will be staff supervision for students. There will be no supervision **before 7:55 am**; therefore, students will not be able to be dropped off before then. Please click here for [before and after care options](#).

Teachers are unable to remove students from car seats, seat belts or lift them from the car. If your child cannot exit the car on their own with their belongings, please park in the front, lower parking lot closest to the BOE office and walk your student up to the front door. Please do not exit your vehicle or park in/near the drop off lane. Please see below for the drop off lane driving directions in order to exit safely.



**Late Arrival:**

Regular attendance in school is a major component to a student's academic success. It is important that students arrive at school between 7:55 - 8:20 am each day.

If your child is dropped off to school after 8:20 am, please allow the school buses to safely exit the parking lot before parking your car and walking your child up to the front door. The school security guard will open the front door for your child to enter. Parents/guardians must remain outside. Your child must get a late pass to class and will be marked late to school for that day. Please see the attached [district attendance policy](#).

**Dismissal:**

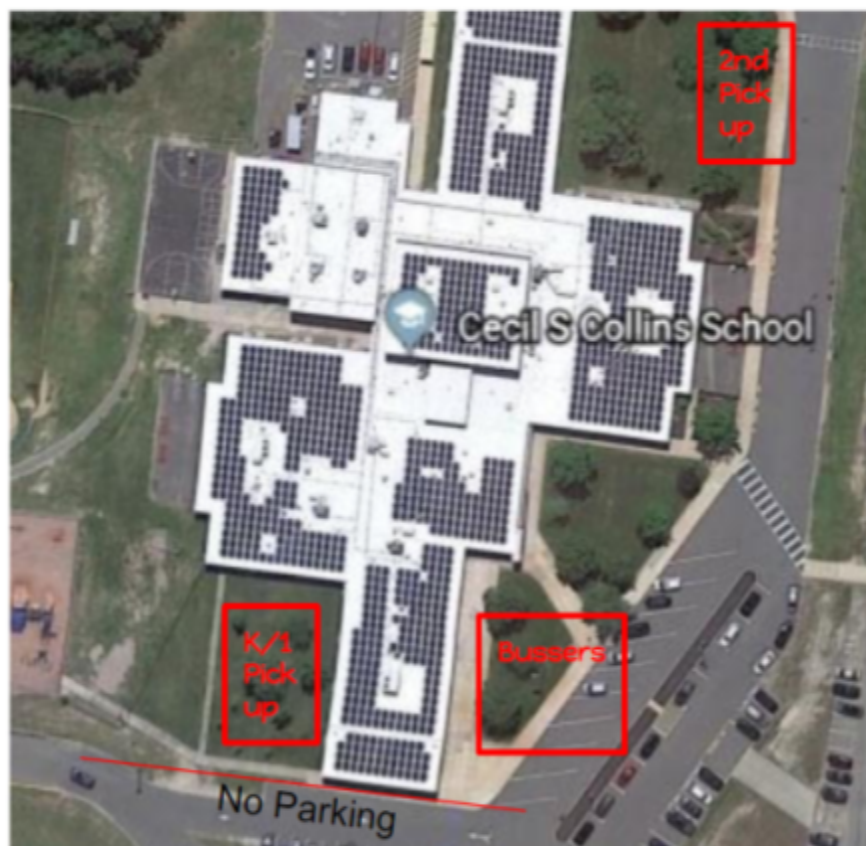
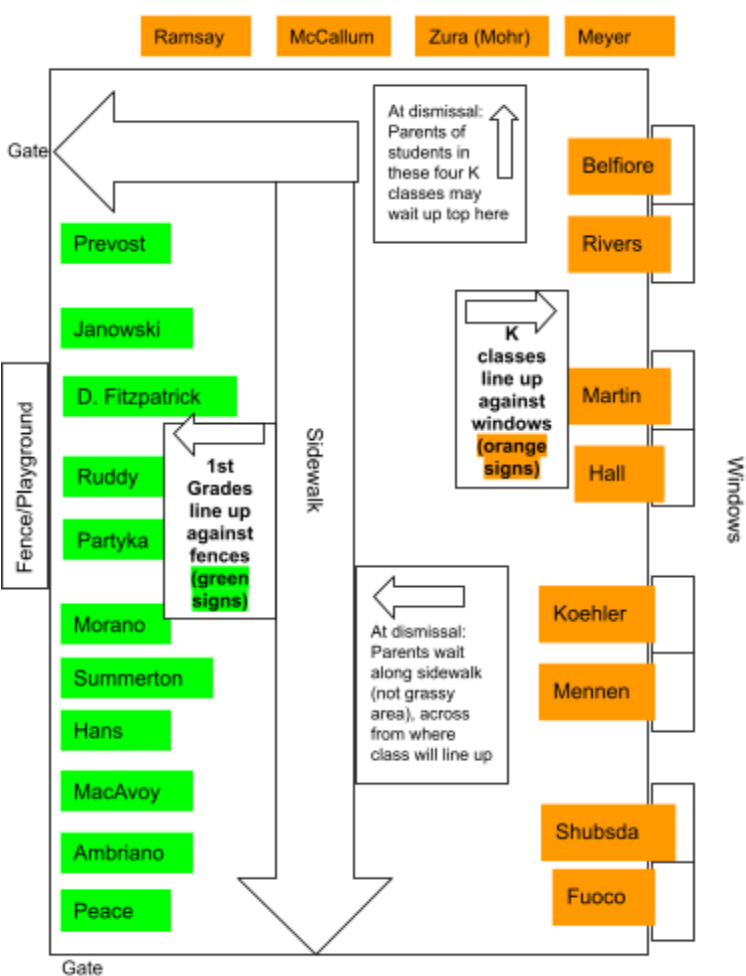
If you will be picking up students at the end of the day, at 3:00 pm dismissal time, please note that you **will not be able to wait in the front of the building**. The front of the building will be used to dismiss students riding school buses only. Teachers will dismiss busses first, then walk out their students for pick up in the designated areas. Please expect some delay.

- **Kindergarten & First Grade pick up students** will be lined up with their teachers in the courtyard closest to the playground. Kindergarten students will line up with their teachers near the building/window side of this area. First grade students will line up with their teachers near the fence side of this area. Parents should wait on the sidewalk and park in the Middle School parking lot to access this area and to safely exit.
- **Second Grade pick up students** will be lined up with their teachers on the sidewalk closest to the board of education (BOE) office. Parents should wait on the sidewalk and park in the lower parking lot to access this area and safely exit.

**Please be prepared to show identification.**

Parents will not be able to park along the curbs closest to the school in either location. Please utilize the two parking lots.

Please see the dismissal areas boxed in red on the map below, as well as the K/1 pick up area:



### Changes in Early Dismissal/Student Sign Outs:

Classroom instruction takes place until the end of the school day, and we are requesting that end-of-day sign-outs occur only if there is an appointment or emergency.

If it is necessary to sign-out your child before the end of the school day:

1. A written note, signed by the parent/guardian, must be sent in to the classroom teacher upon arrival that morning.
2. Parents/guardians must call the main office before 2:30 pm that school day to report that there will be an early sign out. Parents can message the teacher, **however you must also directly speak to someone in the office.**
3. The parent/guardian must report to the outside foyer of the school, ring the bell, indicate who they are, show identification to the school security guard, and follow the legal sign-out procedure in order to sign out their child **before 2:30 pm.**

**No sign outs will be permitted after 2:30 pm unless planned for ahead of time.**

If you will be picking up students instead of having them ride the bus home, this must be communicated to the main office, by **talking to someone directly, by 2:30 pm** that school day.

Students will not be removed from the bus once they have boarded it for dismissal. Parents will not be permitted to enter a bus at any time or pull their students off the bus line.

Thank you for your continued support and commitment to student safety,

Nora Green

CSCS Principal