

River Edge Elementary Schools

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www.riveredgeschools.org

"Building Bright Futures Together"

Dr. Tova Ben-Dov
Superintendent of Schools

Louise A. Napolitano
Board Secretary/Business Administrator

DISMISSAL PROCEDURES

Dear Parent/Guardian,

To comply with a recent mandate addressing student dismissal procedures, please read the following and complete the tear-off portion.

Each student will be dismissed in accordance with the instruction that you provide. If a child does not know who will be picking up or the person picking up the child is late, the child will be sent to the office. The person picking up the child will then be required to come into the school's main office to sign out the child. Please complete the information below so that teachers know what dismissal procedures should be followed regarding your child. If there are custody issues involved, the school must have legal documentation addressing to whom your child can be released. *It is imperative that you keep the school apprised of any changes in the dismissal instructions. A change in the instructions must be placed in writing and forwarded to your child's teacher.*

Sincerely,

Denise Heitman
CHS Principal

Michael Henzel
RS Principal

Return this portion to school

Child's Name _____ Teacher _____

Please check all that apply:

1. My child has permission to walk home.
2. My child will go home with (please specify) _____
telephone # _____
3. My child is in a carpool with (please specify) _____
telephone # _____
4. I will be picking up my child at dismissal.
5. My child will go to the After School Program. (Circle below)

Everyday Monday Tuesday Wednesday Thursday Friday

Parent/Guardian Signature

Date