



Upper Township School District

525 Perry Road • Petersburg, NJ 08270
Phone (609) 628-3500 • Fax (609) 628-2002
www.upperschools.org

March 19, 2021

Dear Families,

In order to provide the safest, NO-CONTACT and most secure way to dismiss our children into your care, the following changes in PS Dismissal Procedures will be in effect for Grades K-2 beginning on March 21, 2021:

K-2 Students (NOT using the bus)

1. STUDENT LAST NAMES (A-M)

- a. Arrive to school between **3:25 and 3:35 PM.**
- b. Have your KIDAccount Card or Driver's License ready for scanning.
- c. When you reach the front of the line, your child will be escorted to your car.
- d. If you have children at both the PS and ES, the ES child will be escorted to your car **AT THE PS** (you do NOT have to go to the ES).
- e. Once your child/children are in the car, you will be permitted to safely leave the grounds.
- f. Please do NOT:
 - i. Exit your car for any reason other than to assist with car seats.
 - ii. Greet/hug your child until they are INSIDE your car.
 - iii. Park your car, anywhere, and walk up to the building.

K-5 Students (NOT using the bus)

1. STUDENT LAST NAMES (N-Z)

- a. Arrive to school between **3:45 and 3:55 PM.**
- b. Have your KIDAccount Card or Driver's License ready for scanning.
- c. When you reach the front of the line, your child will be escorted to your car.
- d. If you have children at both the PS and ES, the ES child will be escorted to your car **AT THE PS** (you do NOT have to go to the ES).
- e. Once your child/children are in the car, you will be permitted to safely leave the grounds.
- f. Please do NOT:
 - i. Exit your car for any reason other than to assist with car seats.
 - ii. Greet/hug your child until they are INSIDE your car.
 - iii. Park your car, anywhere, and walk up to the building.



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Important Things to Know

1. Unless an emergency has been determined, **NO STUDENTS** will be dismissed between **3:00 and 3:35 PM.**
2. Cars picking up students with last names **(A-M)** are permitted to arrive **at or after 3:25 PM.** Any cars arriving prior to that time will be sent to the back of the carline.
3. Cars picking up students with last names **(N-Z)** are permitted to arrive **at or after 3:45 PM.** Any cars arriving prior to that time will be sent to the back of the carline.
4. Families with both PS and ES students should report to the **PS Carline ONLY.** We will bring your ES student to the PS and dismiss them both at the same time.
5. If everyone follows **ALL** procedures, NO parent will wait longer than 15 minutes (with most parents only having to wait for approximately 10 minutes).

Thank you in advance for your attention, understanding and cooperation and I hope that you and your family are staying safe and healthy.

Yours in safe travel,

Mr. Palmieri