

Upper Township School District

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

September 2020

Dear Families,

In order to provide the safest, NO-CONTACT and most secure way to dismiss our children into your care, the UTSD is now utilizing KIDaccount.

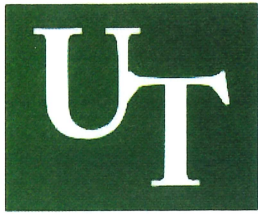
KIDaccount is a multi-layered system designed to streamline our dismissal process and make it more comfortable for our students when exiting the building. Here is a quick overview of what this process will look like in real time.

How Students Are Dismissed

1. An authorized family member or friend pulls up to the **Pick-Up Parent (PUP)** Line, holds one of the District-issued ID Cards and a valid Driver's License to the window and waits in the car until the card is scanned by a staff member.
2. Once scanned, your child's teacher receives a message on the smartboard and gets your child ready for dismissal.
3. A group of 5-10 cars are batched together and corresponding children are now permitted to leave the classroom and head down to the designated area.
4. Once received, children are again marked present and are now waiting to be released.
5. After another visual confirmation, students are released and escorted to your vehicles.
6. As soon as the last car in Batch 1 pulls safely away, the next set of cars pull up and the process repeats until ALL PUP students have been properly dismissed.

How Changes in PUP are Addressed

1. ALL changes need to be submitted to main office secretaries, who are then responsible for making the necessary edits in KIDaccount. ANY form of communication is acceptable; however, please make sure you receive confirmation (phone or email) to ensure that your message has been received by District officials.
2. Immediately thereafter, ALL involved staff members receive the same, timely information; providing a second layer of communication to all respective staff members.



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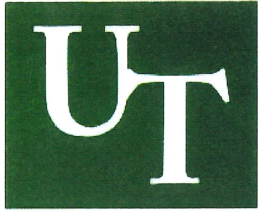
3. ALL changes need to be received by the following times:
 - a. Middle School: 2:45 PM.
 - b. Elementary School: 3:15 PM.
 - c. Primary School: 3:15 PM.

PK Students (NOT using the bus)

1. AM Procedures
 - a. Arrive to school between 9:05 and 9:20.
 - b. Park in the parking lot, walk across and drop your child off at the designated PK Drop-Off Area located outside of the front of the building. If you have other Primary School students, please walk them as well and they will head to their respective homerooms.
 - c. Return to your car and safely drive away.
2. PM Procedures
 - a. Arrive to school between 3:00 and 3:10.
 - b. Drive directly to the back of the PS, outside of the PK wing, and stop at the designated area.
 - c. Your car will be scanned and your child will be escorted to your car. Please have your Driver's License and ID Card ready for monitoring.
 - d. IF, you do NOT have another child in grades K-5, you will exit the parking lot as directed.
 - e. IF, you DO have another child in grades K-5, you will drive up and enter the PUP Line **at the Primary School** (you will be first in line and will wait the shortest amount of time). Refer to #6 Important Things to Know for additional information.

K-5 Students (NOT using the bus)

1. AM Procedures
 - a. Arrive to school between 9:05 and 9:20.
 - b. Drive up into the PUP Line (C-Shape) and wait for further direction.
 - c. Once your car has reached the front of the line, your child will exit the vehicle.
 - d. Once permitted, you will drive up slowly and exit the grounds.
 - e. IF, you have children at both the PS and ES, drop-off the YOUNGER child first, then head to the ES.
 - f. You do NOT leave your car, nor do you park, at any time during the process.



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2. PM Procedures

- a. Arrive to school between 3:35 and 3:50.
- b. Drive up into the PUP Line (S-Shape at PS, C-Shape at ES) and wait for further directions.
- c. Your car will be scanned and when you reach the front of the line, your child will be escorted to your car. IF, you have a PS AND ES child, the ES child will be escorted to your car **AT THE PS** (you do NOT have to go to the ES).
- d. Please have your Driver's License and ID Card ready for monitoring.
- e. Once your child/children are in the car, you will be permitted to drive up and safely leave the grounds.
- f. You do NOT leave your car, nor do you park, at any time during the process.

6-8 Students (NOT using the bus)

1. AM Procedures

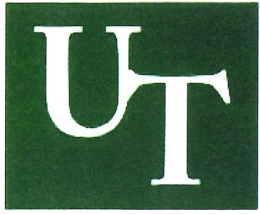
- a. Arrive to school between 8:05 and 8:15.
- b. Drive up into the PUP Line (near the BOE office) and wait for further direction.
- c. Once your car has reached the front of the line, your child will exit the vehicle.
- d. Once permitted, you will drive up slowly and exit the grounds.

2. PM Procedures

- a. Arrive to school between 3:15 and 3:25.
- b. Drive up into the PUP Line (near the BOE Office) and wait for further directions.
- c. Your car will be scanned and once the buses have pulled away, you will drive up towards the cafeteria. Please have your Driver's License and ID Card ready for monitoring.
- d. When you reach the front of the line, your child will be escorted to your car.
- e. To exit, you will turn left into the adjacent parking lot, follow the arrows and safely exit the grounds following all signage.

Important Things to Know

1. Each family will be issued 2 ID Cards, **per student**. Additional ID Cards can be purchased for \$5 each beginning on September 21, 2020.
2. Respect the carline process, stay in your car and do not park and walk up to the school to collect your child. We are all in a hurry at the end of the day and your child **will not be** released until all others, who have followed the procedures, are dismissed.
3. Keep your windows closed to minimize social contact. KIDaccount ID Cards can be scanned through glass and staff will only need to see your Driver's License (not scan).



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4. All visitors are subject to an instant Sex Offender Background Check (if inside building).
5. All visitors are subject to a COVID screening and temperature check (if inside building).
6. 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.
7. Anyone picking up a student without one of the District-issued ID Cards in hand will need to park the car and remain in the parking lot until a staff member permits you to enter the main office (**once ALL other PUP students have been safely dismissed**).
8. Once inside the building, a valid Driver's License needs to be presented and must match one of the names on record who is authorized to pick up the student.

Please be patient while we implement these new procedures designed to improve safety, security and efficiency. We expect the first few days to be hectic and thank you in advance for your anticipated cooperation and understanding.

Yours in safe travel,

Vincent J. Palmieri, Jr.
Superintendent of Schools