

EGG HARBOR TOWNSHIP

E.H. SLAYBAUGH SCHOOL COMPLEX

11/13 Swift Drive, Egg Harbor Township, NJ 08234

"Where Family and School Learn Together"

Kevin Fricke
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December 19, 2018

Dear Parents/Guardians:

The purpose of this letter is to outline new arrival procedures that will be in place for students in grades 1-3 at the Slaybaugh School Complex beginning Thursday, January 3, 2019. Students will no longer need to be escorted into the building upon arrival. We will be utilizing one-way drop off loops at both the Primary and Elementary building. New signage will be placed outlining the designated drop off area and staff will be on hand to assist daily. It is important to understand that student drop off will not begin until 9:15 AM. Parents who arrive prior to 9:15 AM will need to remain in the loop with their students until staff begin the drop off procedures. Parents who arrive after 9:30 AM will need to escort their child into the building. A map outlining the designated one-way drop off loops are included on the reverse side of this letter.

Also, please keep in mind that our dismissal procedures have not changed. Both buildings begin dismissal procedures at 3:20 p.m. If you wish to pick your child up before dismissal, you will have to call, send in a note, or be present in the main office no later than 3:15 p.m. This allows our secretaries adequate time to call your child from their classroom, and give the student time to pack up.

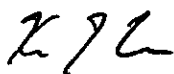
If our main office does not receive a call or a note from you, and you are not physically here by 3:15 p.m., your child will board his/her bus and you may meet them at their designated bus stop. Due to safety concerns for all, we cannot call students back to the office once they have begun dismissal procedures and have headed out to the bus lot.

If you have a student in each of the buildings, both the Primary and the Elementary, we will gladly call for him/her to come to the office and wait for your arrival. It is best to pick up your younger children from the Primary building first, and then come to the Elementary building for the older children.

Also, as a reminder, please remember to have your photo ID ready when you pick up your child. You will be asked to present your photo ID each and every time you come in for parent pick up.

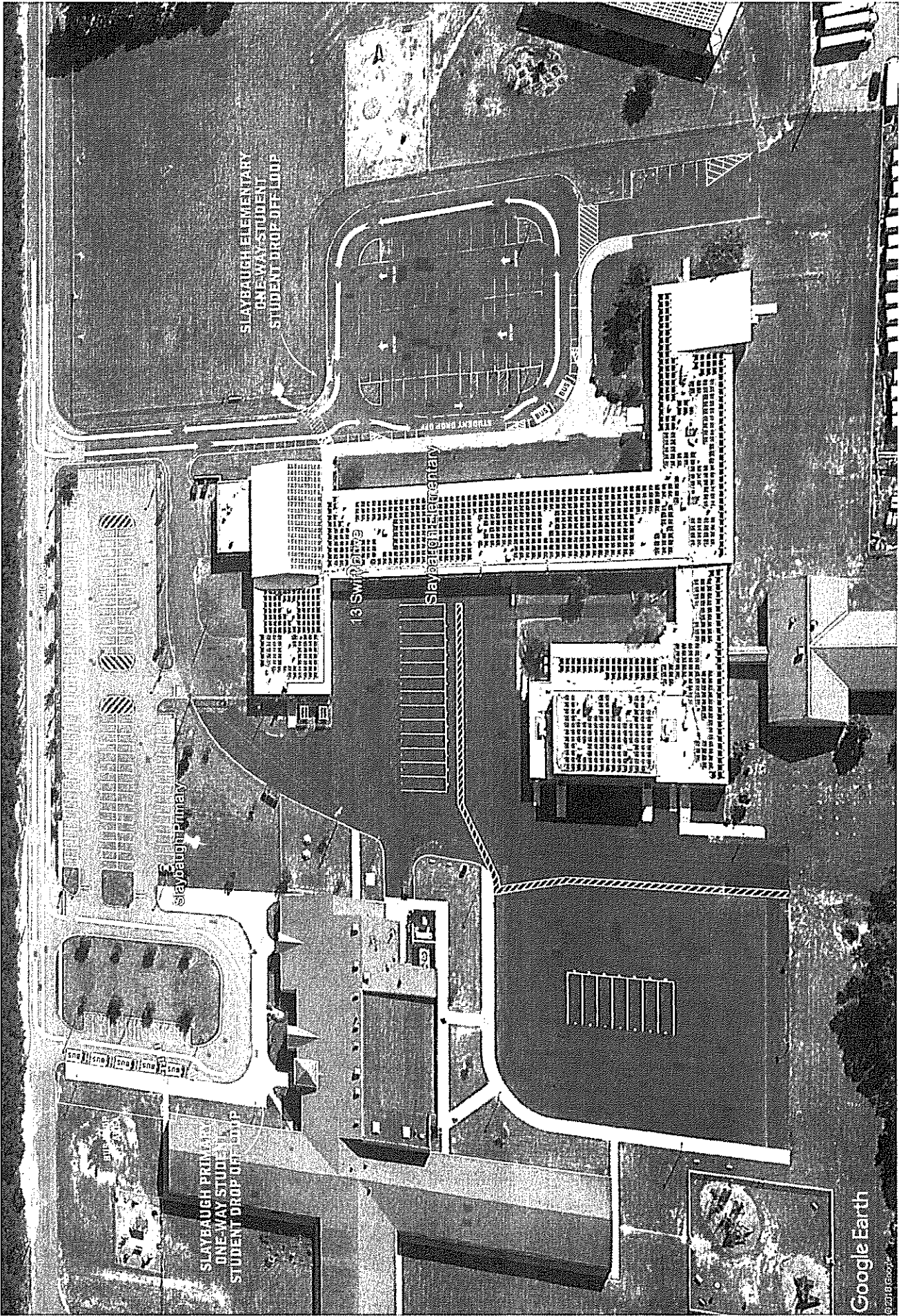
Your cooperation, as well as your child's, is greatly appreciated. Please know that our main concern is always keeping our children safe!

Sincerely,



Kevin J. Fricke
Principal

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SLAYBAUGH COMPLEX ONE WAY STUDENT DROP OFF