



# A.P. TerHune Elementary

WAYNE TOWNSHIP PUBLIC SCHOOLS

---

Dawn Auerbach, Principal

40 Geoffrey Way, Wayne, NJ 07470

dauerbach@wayneschools.com

Ph: 973.633.3150 Fax: 973. 831.7450

## FAQ's about APT Dismissal Procedures

- For students being picked up by any person other than the person indicated on the **Dismissal Permission Slip**, a written, dated note, from the child's parent or guardian must be submitted to the school by 9:00 a.m. on the date of pick up. (The Dismissal Permission Slip was sent home.) If you indicate that you or your designee will be picking up your child at the door, and you/or your designee are not present, your child will be escorted to the main office and a phone call will be made to contact you to provide notification that your child will be placed in the school's "Extended Care Program." **Please be aware that, in this instance, you will be charged a fee for your child's supervision in this program.**
- In the event of an **unexpected early dismissal from school due to an emergency situation or weather related cause**, the Emergency Notification System will contact you with dismissal information. If no contact is made with you or your listed contacts, your child will not be dismissed from school.
- In case of an emergency, which prevents you and/or your designee from picking up your child, you should contact the school office as soon as possible. (973)633-3150 ext. 10
- **Students in Kindergarten PM - Grade 5** will be dismissed each full school day at 3:20 p.m.

- In order to provide a safe and orderly dismissal for our **Walkers**, the following exits will be utilized by each grade level:
  - **PM Kindergarten** will be dismissed from their classroom door in the back corner of the building (near the small playground).
  - **Grades 1 & 2** will be dismissed from Exit Door #5 facing the blacktop.
    - Parents picking up students in grades 1&2 are asked to stand behind the cones, away from the exit door and your child will walk to meet you upon teacher recognition. Please avoid blocking the doorways.
  - **Grades 3, 4 & 5** will be dismissed from various classrooms facing the blacktop.
- On inclement dismissal days, if your child normally walks home and you have decided to pick them up by car, please call the main office at (973)633-3150 ext. 10 by 2:30 pm, so that we can relay the message to your child's teacher. Your child will then meet you in the Main Office where you will sign them out.

For the **safety** of all of our children:

**\*Driving on the playground/blacktop is strictly forbidden at all times.**

\*School buses and vans will pick up all of our Bus Students in front of the school at the West Side Entrance. Please do not park or stand in this area at the front of the school.

**\*The roundabout will also be closed at dismissal time for the safety of Walkers or those who are meeting their parents by their vehicles.**

\*Please do not use the entrance/exit of the circle to park your vehicle.

\*If you are making a U-turn onto Geoffrey, please do not utilize any private driveways.

*We recognize that emergencies may occur occasionally and a student may need to be dismissed prior to 3:20. However, we strongly discourage removal of your child prior to dismissal unless there is an emergency situation. Frequent early dismissals interrupt the flow of instruction in the classroom. We strongly discourage you from picking up your child from school between the hours of 3:00 and 3:15 since it creates unnecessary activity in the classroom and main office. We kindly request that you wait until 3:20 for dismissal.*

*Thank you for your continued support and cooperation in providing a safe and secure environment for your child(ren).*

*Sincerely,*

*Principal*