

EGG HARBOR TOWNSHIP

C.J. DAVENPORT SCHOOL COMPLEX

2499/2501 Spruce Avenue, Egg Harbor Township, NJ 08234

(609)645-3550

Maryann Giardina
Principal
Ext. 1301/1302

Maria Marano
Assistant Principal
Ext. 1308/1309

December 19, 2018

Dear Parents/Guardians:

The purpose of this letter is to outline new arrival procedures that will be in place at the Davenport 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.

ARRIVAL:

For AM Kindergarten, Preschool, K-1, and Grades 1-3: Please 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 members begin the drop off procedures. **Parents who arrive after 9:30 AM will need to escort their child into the school.**

For PM Kindergarten: Please understand that student drop off will not begin until 1:00 PM. Parents who arrive prior to 1:00 PM will need to remain in the loop with their students until staff members begin the drop off procedures. **Parents who arrive after 1:10 PM will need to escort their child into the school.**

No student should be dropped off without an adult staff member directing your child to him/her.

DISMISSAL:

Also, please keep in mind that our dismissal procedures have not changed.

AM Kindergarten: will begin dismissal at 11:45 AM. 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 11:40 AM.

Preschool: Preschool will begin dismissal procedures at 2:40 p.m. If you wish to pick up your child before dismissal, you will have to call, send in a note, or be present in the Main Office no later than 2:35 PM. This allows our secretaries adequate time to call your child from their classroom, and have your child brought to you.



E. H. T.
Every Hand Together
Every Child Every Day!

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PM Kindergarten, K-1, and Grades 1-3: Both buildings for PM Kindergarten, K-1, and Grades 1-3 will begin dismissal procedures at 3:20 p.m. If you wish to pick up your child before dismissal, you will have to call, send in a note, or be present in the Main Office no later than 3:15 PM. This allows our secretaries adequate time to call your child from their classroom and it gives 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 the designated time above. Your child will board his/her bus. You may meet them at their designated bus stop. Due to safety concerns for all, we will not call students back to the office once they have begun dismissal procedures and 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. As a reminder, please have your photo ID ready when you pick up your child. You will be asked to present your photo ID when you come in for parent pick up. Please remember to keep us informed if you have a change in address, or a change in phone number. It is of the utmost importance that we have a current phone number to reach you in case of emergency, especially if your child is returned to school by the bus driver for any reason at the end of the day. Your cooperation, as well as your child's, is greatly appreciated. Please know our main concern is keeping your child(ren) safe!

A map outlining the designated one-way drop off loops are included with this letter.

Sincerely,
Maryann Giardina, Principal



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