



Somerdale Public School District
301 Grace Street
Somerdale, New Jersey 08083
(856) 783-6261 (856) 783-2607 FAX
www.Somerdale-park.org



Dear Parents/Guardians:

In an effort to maintain a safe school environment, Somerdale Park School will continue to follow the dismissal procedures implemented in the spring of the 2017-2018 school year. Please read these dismissal procedures carefully with your children and if you have any questions, please do not hesitate to contact the main office.

Students entering our building **in the morning** will come through the following doorways:

PreK – 2nd Grades: Double doors at the end of the C wing by the playground

3rd – 4th Grades: Double doors in the middle of D wing by the playground

5th – 8th Grades: Double doors by the marquee walkway on Grace Street

After school parents/guardians may pick up their students in Grades PreK – 4th at the following doorways:

PreK – 1st Grade: Double doors at the end of C wing

2nd Grade: Double doors where E wing and C wing meet

3rd – 4th Grade: Double doors in the middle of D wing by the playground

Students in grades 5th – 8th will exit the building at the end of the school day through the double doors by the marquee walkway.

Parents/Guardians picking up their children in grades PreK – 4th must stand outside the double doors and show a valid picture I.D. to the door security staff in order to have your child called from the classroom. After a few days when our door security staff become familiar with the Parents/Guardians picking up their children they will no longer ask to see your identification. Signs will be posted outside to indicate which doors students in PreK – 4th will be exiting for the first two weeks. We will implement the following staggered dismissal procedure to assist Parents/Guardians in picking up their children.


PreK – Kindergarten will be dismissed at 2:50 pm

1st – 4th Grades will be dismissed at 2:57 pm

5th – 8th Grades will be dismissed at 3:02 pm

Students who are not picked up at the designated exit doors by 3:10 pm will be escorted by our staff to the Main Office for Parents/Guardians to pick up. Please remember to be on time to pick up your children. Also, Parents/Guardians dropping off children after 8:20 am in the morning must escort them into the Main Office to sign their children into school late.

We ask for your cooperation and assistance with this. Please fill out the **Student Release Form** on the back of this letter and return it to your child's Homeroom Teacher by **Friday, September 7, 2018**. The letter and form is also available on our website homepage. Thank you and as always Go Cavs!

Sincerely,

Mr. Mark Pease
Superintendent/Principal



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Student Release Form

Please complete only if you are a New student or need to make changes from your previous forms and need to update your information

Please print the full names of your children and who has your permission to pick up your children at the end of the school day. Parents/Guardians and their authorized designees must show a valid picture I.D. when picking up or dropping off students.

<u>Students' Names</u>	<u>Teacher/Homeroom</u>	<u>Parent/Guardian/Authorized Designee</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parent/Guardian Signature: _____ Date: _____