



## KIEL SCHOOL

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Jennifer E. Oluwole, Principal

August 22, 2022

Dear Kiel Families,

Happy Monday! As promised, I will continue to share important information with you in advance of our first day of School on **Tuesday, September 6, 2022.**



The focus of this correspondence is school hours, morning arrival, afternoon dismissal, and using our attendance/dismissal system, [PickUp Patrol](#):

### **School Hours:**

**9:15am:** Bus & Parent/Guardian Drop-Off Begins

**9:30am:** School Officially Begins for the Day (students arriving in their classroom after 9:30am will be marked “tardy”)

**1:25pm:** Kindergarten Parent/Guardian Pick-Up (main entrance-front of the building)

**1:35pm:** Kindergarten Bus Dismissal

**3:30pm:** Grades 1-2 Parent/Guardian Pick-Up (back of the building- behind Kiel School)

**3:40pm:** Grades 1-2 Bus Dismissal

### **Preschool:**

**11:50am:** AM Preschool Dismissal

**1:10pm:** PM Preschool Arrival

*\*AM preschool begins their day per our regular school arrival time, and PM preschool ends their day at the same time as grades 1-2*

*\*\*Preschool drop off and pick up will take place on the side of the building closest to Pearl Miller Middle School*

### **Morning Arrival:**

We will open our front doors at **9:15am** daily. Buses will drop students off in front of Kiel School, while parents/guardians will use the car line to drop their children off next door at Glenn L. Sisco (cars will not be permitted to enter the front of Kiel School during morning arrival as the front driveway is reserved for bus drop off only). **Students should *only* be dropped off curbside at Glenn Sisco.** Staff members, including our School Resource Officer, will be present and available daily to assist

students as they safely make their way to the building. All students will enter Kiel School through the main entrance.

Parking at Kiel School is very limited during school hours, which is why we use a car line for morning drop off. If you choose to walk your child to the building, please find an unmarked space at Glenn Sisco and use the *crosswalk* to escort your child to the front of Kiel School.

Here is a [video explaining morning arrival procedures](#) (click the link) for your reference.

**Kindergarten dismissal:**

Kindergarten dismissal will take place via the main entrance of Kiel School. Parents are asked to arrive for their children at **1:25pm** daily and sign their children out from the teachers and staff on duty. Children taking the bus will be dismissed at **1:35pm daily**.

**Dismissal for Grades 1 & 2:**

First and second grade students being picked up by a parent or guardian *during our regular dismissal time* at **3:30pm** should be picked up *behind* Kiel School.

Here is a [video explaining afternoon dismissal procedures](#) (click the link) for your reference.

**Attendance & Dismissal System, PickUp Patrol (PUP):**

We will use PickUp Patrol for *reporting student absences* and daily dismissal plans. PickUp Patrol (PUP) is a user-friendly tool that facilitates communication about student absences and dismissal plans between each family, the Kiel School Main Office, and each individual student's classroom at the same time!

**Please be on the lookout for an auto generated email from PickUp Patrol shortly!** Please read and follow the instructions carefully, including setting up your account and your child's default dismissal plan. The default plan is the plan that you anticipate your child following for dismissal from school on most days: Bus, Kindergarten Pickup, Afternoon Pickup, Boys and Girls Club etc. However, if you are planning to change your child's dismissal plan on any given day, all you have to do is log into the system and make the change. This includes for early dismissals; they must be entered in PickUp Patrol.

The cutoff time for dismissal plan change each day is as follows:

Kindergarten: **12:30pm**

Grades 1 & 2: **2:15pm**

If you need to make a change after this time on the same day as the change, please contact our main office for assistance: 973-838-0611.

**New for the 2022-2023 school year:** We are no longer able to accept emails and phone calls to Nurse Hatke for attendance reporting. Please log into PickUp Patrol in order to report your child absent on any given day. This should be done as early as possible before the start of the school day.

**Boys & Girls Club:**

If your child will attend Boys and Girls Club following dismissal, please be sure to select “Boys and Girls Club” as their default dismissal plan in PickUp Patrol. Please also be sure to communicate directly with the Boys and Girls Club to confirm who will be picking up your child each day and at approximately what time. *Boys and Girls Club staff do not have access to PickUp Patrol.*

Kindergarten students enrolled in the Boys and Girls Club have the option of taking the bus home from Kiel during our regular dismissal at **3:40pm**. Please discuss this option with the Boys and Girls Club and communicate with them directly in order to make this arrangement. They will notify us if your child will be taking the bus home and coordinate their placement on the corresponding bus line.

**Main Office:**

*Please also note that our main office will be inaccessible beginning at **3pm** daily as we prepare for dismissal. Any students being picked up from school early must be picked up in the main office by 3pm. This information must also be reflected in your child’s daily dismissal plan in PickUp Patrol as an “early pick up.” Please avoid showing up at school in advance of entering this information in PickUp Patrol as we will not be aware of your plan to pick up your child early otherwise.*

**Thank you in advance for your patience during the first two weeks of the school year. Buses tend to arrive later than usual and car lines are longer than usual as everyone establishes and adjusts to new routines. We greatly appreciate you planning ahead and allowing for extra time as we transition back to school.**

I wish you a fantastic week ahead-- September is almost here!

Best,

*Jennifer Oluwole* (Mrs. O)

