



KIEL-SISCO SCHOOL

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Jennifer E. Oluwole, Principal

August 27, 2023

Dear Kiel-Sisco Families,

Happy Sunday! As promised, I will continue to share important information with you in advance of our first day of School on **Tuesday, September 5, 2023**.



The focus of this correspondence is school hours, morning arrival, afternoon dismissal, using our attendance/dismissal system, PickUp Patrol, as well as lunch and recess procedures:

School Hours (Grades K-2):

9:15am: Front Doors Open / Morning Arrival Begins

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

3:25pm: Parent/Guardian Pick-Up Begins (back of the building- behind Kiel School)

3:40pm: Bus Dismissal (Kiel Main Entrance)

Preschool:

Please see the [letter](#) from August 17th as a reminder of preschool arrival and dismissal procedures at Glenn Sisco for the 2023-2024 school year!

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 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 and available

parking space at Sisco (or a surrounding area) and use the *crosswalk* to escort your child to the front of Kiel School.

Afternoon Dismissal:

All kindergarten, first, and second grade students being picked up by a parent or guardian *during our regular dismissal time at 3:25pm* should be picked up *behind* Kiel School. There is a set of doors next to the gymnasium where staff members will greet and assist you with signing out your child.

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 early this week!

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.

For absence 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.

The cutoff time for making a dismissal plan change each day is **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.

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.*

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.

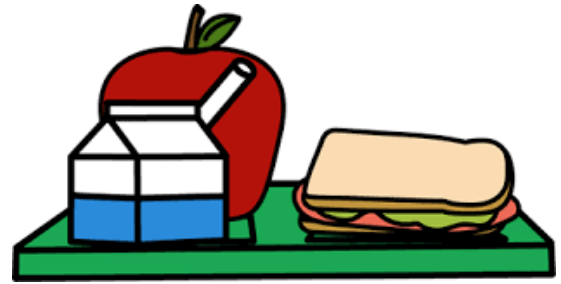
Lunch:

Students will have lunch and recess at the following times:

Kindergarten: 11:00-11:40am

First Grade: 11:45am-12:25pm

Second Grade: 12:30-1:10pm



Students will eat lunch in the cafeteria and play outside for recess, weather permitting. Please be sure to dress your child warmly and send them to school with a coat, hat, and gloves during the colder months.

Students are welcome to bring a bagged lunch to school or purchase lunch in the cafeteria. Our food service provider, Maschios, will post a [lunch menu](#) for the month on our school website under the "Lunch Menus" tab, which includes pricing. It is recommended that you prepay for your child's lunch electronically via [My School Bucks](#). Please note that MySchool Bucks accounts are still being configured for the District. More information will be forthcoming this week.

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

Best,

Jennifer Oluwole (Mrs. O)

