



# Vineland Public Charter School

2724 S. Main Road, Vineland, NJ 08360 | Phone: 856-691-1004

April 13, 2017

Dear Parents and Guardians,

As we implement the transition to our new “forever home” with Kindergarten through 9<sup>th</sup> grade we may be modifying some school procedures to ensure an effective school environment. Changes will be communicated to parents through letters, the website, facebook and the all call system. I ask for your patience as we refine procedures.

At this time procedures that we know are changing include:

## **Before and After Care:**

Before and After Care will be in place beginning Monday, April 24<sup>th</sup>. This is only for students enrolled.

Students and parents will enter through the double doors to the right of the main entrance. These doors are directly across from the multi-purpose room where Before and After Care will be held.

## **Parent Drop Off:**

Parents will drive around the outer perimeter of the parking lot to the back of the building and will drop students at the entrance to their grade level wing. Staff will be in front of the appropriate doors with signs identifying the grade levels. **Students will be asked to get out of the car on the passenger side so they are closest to the building since cars and busses will be exiting the school using the back drive/drop off area.** With all

grades now in one building it will be imperative that students get out quickly so as to not create a back-up of cars that could impeded traffic flow.

**Sign Outs:**

Parent picking up students prior to 3:30 will enter through the main doors and sign their child out. At this time your child will be called to the office for dismissal.

**Parent Pick-Up:**

Parents picking up students in grades K-3 will enter through the main doors and then will proceed to your child's classroom to sign them out.

Parents picking up students in grades 4-9 will drive around the outer perimeter of the parking lot to the back of the building and will pick up students at the entrance to their grade level wing.

As always, we appreciate your support and look forward to this exciting new step for Vineland Public Charter School.

Sincerely,

Deborah L. Morton

Principal