

GARFIELD PUBLIC SCHOOLS

Washington Irving School #4
12 Madonna Place, Garfield, New Jersey 07026

JEFFREY WILSON
PRINCIPAL

TEL: (973) 340-5034
FAX: (973) 340-4028

3/5/18

Dear Parents/Guardians,

School safety has been a topic recently that has been prevalent both nationally and locally. In an effort to ensure the safety and proper supervision of all students here at Washington Irving School #4, we have been evaluating all of our student procedures throughout the school day. We have been improving certain aspects of the student day after consulting with security experts, local police, staff members, and parents. As a result, we have changed some procedures, but there are a few aspects of our school procedures where we will need parent's assistance and cooperation.

We have been working with the Garfield Police Department to create a drop-off zone in front of the school. Parents who will be driving their child to school must now use the drop-off zone in front of the school. **This will go into effect on Monday, March 12th**. Attached is a letter from the GPD on proper procedures for this drop-off plan. Keep in mind, there will be no parking at any time in front of the school. The drop-off zone will be in effect between 8:25 until 8:35 when school begins, however, cars will also not be allowed to make a left turn from Banta Street onto Madonna Place from 8am until 9am. It is imperative that the line moves smoothly, so please remain in your car and allow students to exit the car from the passenger side only. **Please do not drop off your child before 8:25, as there will be no supervision.** If your child attends the breakfast program, they can enter as they have been.

Also beginning on Monday, March 12th, we will no longer be lining up outside on any day before school, regardless of weather. Just as we have done for inclement weather, K-2 students will congregate in the lunch-room, while 3-5 students will line up in the gym. Any student who is being driven to school must be dropped off in the zone in front of the school. Students who will be walking can enter the building either through the cafeteria door, or through the front door of the school.

If your child takes part in an after-school program, and will not be attending any particular day, please notify the office prior to the end of the day. Otherwise, it will be expected that the student will attend the program and we will be expecting them once attendance is taken.

To help maintain a safe and secure school environment, we ask that you follow drop-off and pick-up times as well as minimize the number of visits to the school with regards to bringing items for the students such as lunches, books, homework, etc. Students should bring everything they need for school each morning. Lowering the volume of visitors, including bringing in late students, will create a more secure environment.

The safety of our students are of the utmost importance. Thank you for your cooperation. If you have any questions, you can contact the school at any time.

Sincerely,


Jeffrey B. Wilson



Washington Irving School #4



LT. MICHAEL MARSH
Operations Division
Commander

City of Garfield

POLICE DEPARTMENT OPERATIONS DIVISION

411 MIDLAND AVENUE, GARFIELD, NEW JERSEY 07026
PHONE: (973) 478-8500 EXT. 4154 • FAX: 973-340-3765
EMERGENCY 9 - 1 - 1



Washington Irving School #4

12 Madonna Place

Dear Parents and Guardians,

The Garfield Police Department has created the following arrival procedures for the safety of our children and will be in effect Monday, March 12, 2018.

General Information

- Student Drop off will be in front of School #4, passenger side to curb only.
- **No** student should be dropped-off on Banta Avenue or Market Street.
- Prior to entering the front of the school from Market Street only, you **MUST** have your child and backpack ready to exit the **passenger side** of your vehicle, **NOT** the driver's side. If you need to change vehicle seating arrangements, please do so to follow this procedure. It will help keep the line of traffic moving.
- You will need to pull as far forward so other vehicles can drop-off behind you.
- Parents/guardians **MUST** remain in their vehicle when stopped.
- Parents/guardians **MUST** pull away after their child exits the vehicle to keep the line of traffic moving. You can exit straight to Division Avenue for Jewell Street or left onto Banta Avenue for River Drive. Plan your route accordingly.
- **NO LEFT TURN** Banta Avenue onto Madonna Place 8:00-9:00am. You will need to proceed to John Street.
- Adult supervision will be in front of the school during drop off.

Parents that need to stop in the office must park in a designated space on the surrounding streets. **DO NOT** exit your vehicle in front of the school during drop-off. Do not block driveways, crosswalks, intersections or Double Park. You will receive a summons.

We encourage the parents/guardians that **NO** students be dropped off on Market Street or Banta Ave.

- Dismissal will remain the same.

Thank you for your continuous cooperation.

