

JOHN F. KENNEDY ELEMENTARY SCHOOL

2900 Norwood Avenue, South Plainfield, N.J. 07080-3509
(908) 754-4620 Ext. 331

August 23, 2016

Kennedy School Parents/Guardians:

As we continue to prepare for the upcoming school year, I would like to introduce to you a new drop off procedure that will be implemented when you arrive to school on our first day of school, Friday September 2, 2016. This procedure will continue until the end of the school year.

As you arrive to school with your children on their first day of school, all children will enter through the main entrance of the school. In order to be sure that this new procedure accommodates all student needs, the staff and I ask that you follow one of the below procedures:

1. Please drive your vehicle as far as you can up to the main entrance of the building in front of the school. Please have your child ready to exit your vehicle when you stop. Have your child exit the vehicle quickly and walk along the sidewalk to the Main Entrance of the building. There will be various staff along the sidewalk to assure your children are safe and enter the building efficiently. The staff members will not assist your child from getting out of the vehicle.

Parents and visitors are asked to not pass on the left after they drop off their child(ren). It is very dangerous to pass on the left between the cars dropping off students. Ultimately, this dangerous act while driving will potentially cause someone to be injured. All parents and visitors are asked to maintain a single lane near the sidewalk and keep moving after their child is dropped off in the morning.

2. Park along Norwood Avenue and use the crosswalks or sidewalk to walk your child(ren) to the Main Entrance of the building. There will be various staff members stationed at the crosswalks and sidewalk to be sure you and your child(ren) are safe.

Throughout the school year, there will be no parent entrance into the building, with the exception of scheduled meetings. Parents are encouraged to take pictures on the front lawn and near the Main entrance of the building on the first day of school, but you will be unable to enter the building due to safety and security procedures. The Kennedy School staff will supervise all students when they enter the building and are in the gymnasium beginning at 8:15 AM. Students that wish to eat breakfast from Sodexo Food Services, South Plainfield School District's food service provider, will be accommodated between 8:15-8:30 AM in the gymnasium.

The staff and I are requesting that you please allow adequate time for yourself until the new drop off procedures are fully implemented during the first few weeks of school. As with all new procedures, we will closely monitor the impact of the changes to the routines of the students, parents, and staff and make changes as necessary.

This new procedure will ensure that all of our students remain safe, while they are being dropped off in the morning. If you would like to speak further about this topic, I encourage you to contact me at 908-754-4620 ext. 331.

Thank you.

Kevin Hajduk, Ed.S

Kennedy School Principal