



Cherry Hill Public Schools

Bret Harte Elementary School



March 6, 2018

Dear Parents and Guardians:

This letter contains reminders about the arrival and dismissal procedures for Bret Harte Elementary School. A number of additional security enhancements have recently been put in place. Most notably, parents and guardians will be required to provide us with their child's student identification number before being admitted to the building and photo identification must be presented upon reporting to the main office. Please note that this will be the district's standard practice for all parents and guardians each time you enter any of our 19 buildings. In anticipation of this new requirement, a letter was sent home with your child which includes his/her 7-digit student identification number. Please record this ID number in a safe and easily accessible location and please be sure to share this information with those who are authorized to pick up your child.

For the safety of all of our students, please continue to adhere to the following regarding drop off and pick up:

- Please be aware that the academic school day begins each day at 9:00 am. Our staff is in place to supervise students beginning at 8:45 am. Please do not drop students off prior to this time as there is no way to ensure their supervision and safety. Students dropped off after 9:15 am must be accompanied into the main office and signed in by a parent or guardian.
- When dropping off via our car line, please do not allow students to exit your vehicle on Queen Anne. Instead please pull into the main lot and move in line as close to the 5th grade entrance as possible. We ask that you do not enter the main lot from Country Club Lane. Instead please use either Brian or Arthur.
- Also, please do not get out of your car when dropping off children in the main lot as this slows the process down for all parents. Please have children exit the vehicle on the side of the car nearest our sidewalk. Our staff assigned to morning bus duty can provide help exiting students from vehicles if necessary.
- Once students arrive, they should report to their pre-determined morning line-up spot. Weather permitting, K-2 students will line up nearest the basketball courts in the front of our building and 3-5 students will line up on the playground behind our school. On days when there is inclement weather, morning line-up will be held indoors. There are staff present to supervise both indoor and outdoor line-up.
- During dismissal time, both the main (large) lot and the staff (small) lot are closed to cars. If your child does not ride a bus, we ask that you please park in the neighborhood on the adjacent streets. Please note that there is "NO PARKING" on Queen Anne between Brian and Country Club across the street from Bret Harte. This is the area that runs alongside of the Jeremy Kane Playground and signage indicating such is prominently posted.
- Students who attend SACC or are "walkers" are dismissed first. We ask that you meet your "walker" at the flagpole in front of Harte. After "walkers" are dismissed, our "bussers" are called by bus number and will board in our main parking lot. Staff members are present and visible in order to provide directions or help students, if needed. Parents are not permitted inside the school after 3:25 pm and must wait outside until all students are dismissed.

As always, thanks for your continued support in ensuring a safe and efficient process for drop off and pick up.

Dr. Neil Burti
Principal