



Knowlton Township Elementary School

NEW EAST WING STUDENT DROP OFF PROCEDURES

Effective Monday, January 28th, we will have a REVISED Car Drop-off procedure at the East Wing in the AM.

1. The window for student arrival is from 8:32 AM to 8:40 AM. School doors open at 8:32 AM and students are not to exit the cars until 8:32. If your child arrives after the 8:40 school bell, signaling the start of classes, please report to the front of the building, park your car and escort your child into the office to sign in.
2. ***For safety reasons, children should ALWAYS exit the vehicle from the right passenger /building side.***
3. Enter the driveway and proceed to the student drop-off area at the East Wing entrance. If cars are behind you, please pull forward to the end of the semi-circle so that cars behind you can also move into the area. Do not park on the sides of the circle or in the grass to wait. **All cars need to be using the lined semi-circle for safety purposes.**
4. When your child exits right passenger side only and is safely near the entrance, please leave the drop-off area. A problem develops when parents sit in their cars and wait until the child enters the building.
5. Please do not park or leave your vehicle standing in the drop-off area as it creates a backlog of cars that need to move past the drop off area. If you need to come into the building, even for a few moments, please use the main entrance.
6. **No car should pull around another car in line. This creates a hazardous situation and endangers our students.**

Should you have any questions regarding the new drop off procedure, please contact the school office at **908-475-5118, ext. 200**