



Wyckoff School District

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Time Sensitive Information for Pre-K through 5th Grade Only

Dear Parents/Guardians,

The purpose of this letter is to make you aware of the Wyckoff School District Calendar, regular and early release dismissal times, crossing guard locations and dismissal “options” for all elementary students (PreK-5). Most importantly, all parents of elementary age students (PreK-5) are required to submit written permission indicating their desire for either “unescorted” or “escorted” release of their child(ren). Currently, all students are dismissed using the “unescorted” option. Please read all of the information carefully. If you have any questions, please contact your building principal for more information.

1. General Information

- a. **School Calendar:** The 2018-2019 Wyckoff School District Calendar is available on our website at: www.wyckoffps.org
- b. **Normal school hours**

A.M. Pre-School	8:50 a.m. – 11:30 a.m.
P.M. Pre-School	12:30 p.m. – 3:10 p.m.
Kindergarten Group A	8:50 a.m. – 3:20 p.m. Mon, Tues, Wed
Kindergarten Group A	8:50 a.m. – 1:15 p.m. Thurs, Fri
Kindergarten Group B	8:50 a.m. – 1:15 p.m. Mon, Tues
Kindergarten Group B	8:50 a.m. – 3:20 p.m. Wed, Thurs, Fri
Grades 1 – 5	8:50 a.m. – 3:20 p.m.
Grades 6 – 8	8:00 a.m. – 2:51 p.m.

- c. **Reverse 911 - Emergency Phone Call System**
 The District will inform parents of any decision to adjust the start or ending times of the school day due to inclement weather or some other emergency. Within a month, you will be receiving information regarding our new Emergency Reverse 911 Phone Call System. This new system will be replacing the Honeywell Reverse 911.

2. Crossing Guard Times and Locations

Regular Day Schedule

Location	A.M.	P.M.
Franklin & Mason	8:20 – 8:50 a.m.	3:20 – 3:50 p.m.
Crescent & Lucas	8:20 – 8:50 a.m.	3:20 – 3:50 p.m.
Franklin & Madison	8:20 – 8:50 a.m.	3:20 – 3:50 p.m.
Franklin & Crescent	8:15 – 8:45 a.m.	3:20 – 3:50 p.m.
Wyckoff & Hartung	8:20 – 8:50 a.m.	3:20 – 3:50 p.m.
Monroe & Van Houten	8:20 – 8:50 a.m.	3:20 – 3:50 p.m.
Wyckoff & Franklin	8:20 – 8:50 a.m.	3:20 – 3:50 p.m.
Wyckoff & Monroe	8:20 – 8:50 a.m.	3:20 – 3:50 p.m.
Wyckoff & Circle	8:20 – 8:50 a.m.	3:20 – 3:50 p.m.
Wyckoff & Lafayette	8:15 – 8:45 a.m.	3:20 – 3:50 p.m.
Wyckoff & Newtown	8:20 – 8:50 a.m.	3:20 – 3:50 p.m.
Lafayette & Ravine	8:15 – 8:45 a.m.	3:20 – 3:50 p.m.
Grandview & Ravine	8:20 – 8:50 a.m.	3:20 – 3:50 p.m.
Grandview & Coolidge	8:20 – 8:50 a.m.	3:20 – 3:50 p.m.
Sicomac & Terhune	8:20 – 8:50 a.m.	3:20 – 3:50 p.m.
Cedar Hill & Calvin	7:30 – 8:00 a.m.	2:50 – 3:20 p.m.

Minimum Day Schedule

(locations the same as above)

A.M.

(Start Time is same as above)

P.M.

(Minimum Day End Time is as listed below)

Elementary Schools	Same times as above	1:05 p.m. – 1:35 p.m.
Eisenhower Middle School	Same times as above	12:45 p.m. – 1:15 p.m.

3. Dismissal Options

- a. **An “Unescorted Student”:** (This is our **CURRENT PROCEDURE**) All students are currently unescorted when they are dismissed from school. An unescorted student will be taken to the designated school exit and shall leave school by walking, biking, riding in a car or using another parent/guardian designated method without being signed out and “officially escorted”. Currently, students in grades PreK-1 are released to an adult by their teacher after the teacher sees the parent (or known caretaker). They are considered unescorted under this option.
- b. **An “Officially Escorted” Student:** If a student’s parent/guardian designates his/her child as an “officially escorted” student, the student shall be taken to a designated room in school to be picked up and signed out by one of the persons authorized to do so every day. The individual escorting the student is required to go to the area designated in the school for student pick-up and sign-out. Picture identification will be required for any adult that is not recognized by school personnel. A separate form must be returned for every child.

In the event that a Pre-K – 5 student’s parent(s), legal guardian(s) or other designated escort(s) does not arrive to escort the student immediately after dismissal, the student shall be supervised in a designated location in each school building. The police department and/or the Department of Children and Families (DCF) will be notified if the student is not picked up in a timely manner (abandoned) and when the parents have not contacted the school about extenuating circumstances/alternative pick-up.

By acknowledging the green box in the Documents Library, I agree that I have received and reviewed the dismissal information and to the following statements:

- 1. I read the above information regarding school hours, early dismissal dates, and dismissal time information, as well as the general information presented on school dismissal, delayed opening and closing procedures, and crossing guards.*
- 2. I reviewed the Wyckoff Board of Education’s 2017-2018 Wyckoff School District Student Calendar that is available on the district website.*
- 3. I understand my responsibilities to provide for the safe traverse of my child to and from school in accordance with the calendar and arrival and dismissal times.*
- 4. I understand my responsibility to resume the custody of my child at the end of every school day.*

PLEASE MAKE SURE TO COMPLETE THE NON-ESCORTED/ESCORTED PERMISSION FORM IN THE GENESIS PARENT PORTAL (located in the Forms Tab).

Sincerely,



Richard D. Kuder, Ed. D.
Superintendent of Schools

RDK/swb