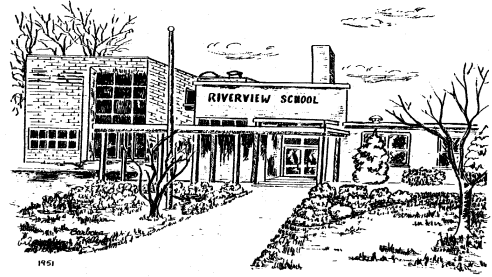


Riverview School

33 St. Mary's Place, Denville, NJ 07834

Ph: 973-983-6545 · Fax: 973-627-3681

Mrs. Christina Theodoropoulos, Principal



August 2016

Dear Riverview Parents,

We need your help to minimize the traffic on St. Mary's Place for the safety of all of our students. The children are encouraged to take the bus EVEN on the first day of school. Many teachers are available to make sure they reach the proper location.

The following drop-off and pick-up procedures, in the event your child is not taking the bus, have been coordinated with the Superintendent and the Denville Police Department. We have worked together to provide a system that is efficient and as safe as possible. We know that with your continued cooperation, the morning and afternoon traffic patterns will be workable.

Morning drop-off for students: Parents may drop off the students in the **NORTH** parking lot beginning at 8:15am. **We will not have supervision for students who arrive early so please do not drop them off earlier.** Parents may drive up to the sidewalk of the North lot and let the child out of the car or they may park and walk the child to door #21 beginning at 8:15am. Please pull up your car all the way up to end of the curb to allow cars to line up behind you. Also please do not pull out in front of other cars, wait for the cars in front of you to exit, as this may create a dangerous situation. A teacher or aide will be assigned to the door until **8:30am**. **After that time, your child** should enter the front door and proceed to the office for a **late pass**.

Only school buses and staff members will enter the main parking lot during morning entry 8:15am – 8:35am and afternoon dismissal 3:10pm – 3:33pm.

Before dismissal at 3:33pm, students who are being picked up will assemble in the gymnasium. Once staff members assigned to this area take attendance, they will walk the students outside to the parking lot by the basketball courts. Please enter by the playground at Gardner Field, park along the gate and wait for staff. Parents are to stay in their cars and students will be brought to their parent's car. The students will be dismissed at 3:33.

Any change in dismissal must be provided in a written note to the school that day.

Students must be in school by 8:40am. School begins at 8:40am and dismissal occurs at 3:33pm. All students entering school after 8:45am will be considered tardy. If you are transporting your child, he/she should be in school by 8:30am. If you have an emergency or a special appointment that will cause your child to be delayed, please notify the school nurse and bring your student to the main entrance for admission and a late pass. School hours are also available on our website. **Early dismissals are for emergencies only.** A full day's attendance (minimum of 4 hours) in school is required for all children by state statute.

This plan does not change in inclement weather or for early/emergency dismissals. Our automated alert system and website will remain in effect for notification.

Please contact us with any questions or concerns and try to familiarize yourself and your children with the afternoon pick up area. Thank you and let's continue to work together to make our school year a success!

Mrs. Tina Theodoropoulos
Principal

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"Together we make a difference"

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