

WEST END MEMORIAL SCHOOL

215 Queen Street
Woodbury, New Jersey 08096
Phone (856) 853-0123
Fax (856) 853-2667

Vincent Myers, Principal
vmyers@woodburysch.com

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In recent weeks there has been an increased number of students not picked up at the time of dismissal. Often times teachers have conferences, meetings, or appointments which do not allow them to wait for long periods of time after school. It is for this reason that you are requested to pick up your child (ren) promptly at 3:00 if they are not staying for an after-school activity.

If your child (ren) is not picked up promptly at dismissal, he/she will be sent to the office to wait for you. If a student consistently is not picked up from school in a timely fashion on a regular basis, the building principal has the right to schedule a meeting with that child's parent(s) or guardian(s) to address this issue and develop an alternative plan.

Due to a newly enacted Board of Education Policy, all parents/guardians are requested to complete the attached form. This will allow us to have accurate records as to who will be picking up your child (ren) at dismissal. Furthermore, the attached document will dictate to us if your child is permitted to walk home from school.

Sincerely,



Vincent Myers
Principal

Building upon our history, diversity and convictions, the Mission of the Woodbury Public Schools is to educate all of our students to be responsible citizens who excel in their endeavors and meet life's challenges with courage and confidence; this is accomplished by providing strong academic and co-curricular opportunities, delivered by skilled and dedicated individuals, in partnership with a small, supportive community.

West End Memorial Elementary School

Student Dismissal Information

In order that we may keep our records current, we ask that parents complete this form at the beginning of each school year. Please fill out completely.

As per the West End Handbook ALL Kindergarten, 1st and 2nd graders should be picked up by their parent/guardian or escort on a daily basis unless other arrangements have been made through the principal's office. If your child is a 3rd, 4th or 5th grader please indicate whether they will be walking home on their own or if they should not be released without a parent/guardian or escort.

1. Child's Name _____

2. Teacher _____ Grade _____

Please Check one of the following boxes for all 3rd, 4th and 5th grade students. All K, 1st, 2nd students proceed to contact information section:

_____ My child is in the 3rd, 4th or 5th grade and he/she can walk home on their own.

_____ My child is in the 3rd, 4th or 5th grade and she/he is not to be released from school unless she/he is picked up from school by one of the following:

1. Contact Information:

Primary Pick Up – Name _____ Relationship _____

Phone Number #1 _____ Phone #2 _____

Secondary Pick Up – Name _____ Relationship _____

Phone Number #1 _____ Phone #2 _____

Alternate Pick Up – Name _____ Relationship _____

Phone Number #1 _____ Phone #2 _____

Parent/Guardian Signature _____ Date _____
