

**Wayne Township Public Schools**  
**Lafayette Elementary School**  
100 Laauwe Avenue  
Wayne, NJ 07470  
973-633-3165

## **General Information/Procedures**

**School Hours: 8:55 a.m. to 3:20 p.m.**

**Morning Drop Off Procedures:** The safety of our children is always our primary concern, therefore please adhere to all Morning Drop Off Procedures.

- Students should arrive on or after 8:35 a.m. Teacher and support staff are involved in morning activities and daily meetings and therefore there is no available supervision prior to this time. School begins at 8:55 a.m.
- The first car into the circular drive should pull **ALL THE WAY AROUND THE CIRCLE** to the “**FIRST CAR STOP HERE**” sign. All cars from this point to the bicycle racks should discharge their passengers onto the sidewalk.
- After discharging passengers, exit the circular drive **promptly** to allow access by other cars to the drive. **PLEASE DO NOT WAIT** until your children reach the doors of the school to exit the driveway. There is an aide at the door of the school to watch your child enter the building.
- Passengers should exit from the **right side of the vehicle**.
- There is absolutely **NO PARKING IN THE CIRCLE**.
- If you must assist your child in exiting your vehicle, park your vehicle on Laauwe Avenue **BEYOND** the circular drive. You may then walk your child to the door of the school.
- **PLEASE TAKE NOTE THAT IT IS A TRAFFIC VIOLATION TO MAKE A LEFT TURN** onto Laauwe Avenue upon exiting the circular driveway after **8:30 a.m.**
- **PLEASE DO NOT BLOCK** the entrance to the side driveway of the school. This area should remain clear so school personnel, and, if necessary, emergency vehicles may have access.

**Arrival:**

- All students should enter the school through the main entrance at the front of the building on or after 8:35 a.m. There is no supervision provided before this time.
- Should you require supervision prior to 8:35 a.m., please enroll your child in the Before Care program listed below.
- Kindergarten students, Grade 1 and Mrs. Martello’s students will go to the cafeteria where a teacher will be supervising the students.
- Students in Grade 2, 3, 4, and 5 will sit in the hall by their classroom; there will be a teacher supervising the hallways.

**Before/After School Care:** The Wayne Township Public Schools sponsors the Extended Day Program. For further information, please call 973-968-7421. The Boys and Girls Club also sponsors an afterschool program for students K-5 in addition to their half-day program for kindergartners. You may contact them at 973-956-0033. Please be sure to use one of these options if you need to have your child arrive prior to 8:35 a.m. or remain beyond 3:20 p.m.

**Tardiness:** When a student arrives late for school (arriving after 8:55 a.m.), they must report directly to the Nurse's office before proceeding to their classroom. Please accompany your child into the building, as the doors will be locked and you will have to be buzzed in. It is important for your child to receive a tardy slip to avoid being marked absent for the day.

**Afternoon Pick-Up Procedures:**

- Dismissal is at 3:20 p.m.
- **PLEASE DO NOT** enter the circular driveway between 3:00 p.m. and 3:45 p.m.
- **PLEASE DO NOT** block the entrances of the circular and side driveways.

Note: Please have a plan in place for pick up in which you communicate to your child where he/she should meet you after school. If you are late for pick up, please explain to your child that he/she should return to the school office to wait for you.

**Dismissal:**

- Kindergarten students will be dismissed from the Kindergarten doors.
- Students in Grade 1 will be dismissed from the first grade doors, facing Laauwe Avenue.
- Students in Grade 2 will be dismissed from the gymnasium doors.
- Students in Grade 3, 4, & 5 will be dismissed from the main front doors.
- Students who take the bus or go to the Boys & Girls Club will go directly to the gymnasium where they are supervised and brought to their buses.

**School Closings/Delayed Openings/Early Dismissal:** In the event of a school closing, delayed opening or early dismissal due to inclement weather or an emergency, parents will be notified through the Home Notification System.

	<u>Delayed Opening</u>	<u>Early/Emergency Dismissal</u>	<u>Minimal Day</u>
Grades 1-5	10:25-3:20	8:55-1:15	8:55-1:15
Kindergarten (AM)	10:25-1:05	8:55-11:35	8:55-11:35
Kindergarten (PM)	12:40-3:20	Cancelled	10:35-1:15

**Early Dismissal Procedures:** You are encouraged to make all doctor and dental appointments after school hours to insure that your child receives a full educational program. On those occasions when early dismissal is absolutely necessary, a note to the classroom teacher must be provided including the reason and time you will be picking up your child. Please note that only the people listed on the emergency card will be allowed to pick up your child, unless you send in a note with the person's name and they bring ID to show at pick up. In the event of an emergency, please try to call the school before arriving to request your child's early dismissal.

**Visiting the School:** For security purposes, all doors are locked during the school day. Visitors are always welcome to our school. Appointments with staff must be made in advance.

- **ALL** visitors to the school must use the front entrance doors, where they will be buzzed in. Upon entering the building, **ALL** visitors must report to the front office, sign-in, and obtain a visitor's pass regardless of the length of your stay.
- Parents who visit or volunteer are not permitted to bring other children with them. A visitor/volunteer's time will be completely utilized by the classroom students.
- **Upon exiting** the building, report back to the Main Office, sign out and return your visitor's pass.

Once the academic day has started at 8:55 a.m. it is our goal not to interrupt instruction. If you need to drop off items to your child such as lunch, birthday items, homework, etc. we ask that you label the item and drop it off at the main office. A staff member will deliver all items to the classrooms.

We appreciate your cooperation in helping to ensure a safe environment for your children.

**Safety Drills:** Fire drills are held to prepare our students and teachers to leave the building as quickly as possible should an emergency arise. To prevent confusion, absolute silence is to be maintained during the entire drill. Safety and security drills will also be conducted.

**Lunch:** Children may bring lunch from home or it may be purchased on a daily or weekly basis. Students have the option of charging their lunch by using their student lunch card. (Pricing and menu is available through the district website).

**Nutrition Information:** Please be advised that under New Jersey State Law items that are considered to be foods of minimal nutritional value as per the USDA definition as well as all food and beverage items listing sugar, in any form, as the first ingredient are prohibited to be served anywhere on school property at any time before the end of the school day. Please be aware of this law when bringing in items for classroom holidays and celebrations.

**Expected Lunchroom/Playground Behavior:**

- All students have the right to enjoy a quiet and relaxing lunch. Students' behavior should support this goal.
- Students should remain seated except to purchase food or throw away trash.
- All students should treat monitors and servers with respect.
- Children are required to clean up their own seating area.
- While on the playground students must follow all directions provided by the adults/monitors.
- Fighting, pushing, shoving, or name-calling will not be tolerated. Students must exercise respect and good manners towards others.
- Only one child on a swing at one time
- No gymnastics
- No flying or jumping off the swings or other playground equipment.
- No rough play or tackle games are permitted.
- If a student chooses not to follow the expected lunchroom/playground expectations then consequences may result on an individual basis.

**Please note lunch times have changed this year:**

	<u><b>Lunch Schedule</b></u>
Grades 3 & 4	11:15-12:15
Grade 5	11:55-12:55
Grade 1 & 2	12:35-1:35

**Food Allergies:** There are students at Lafayette School who have food allergies. During the first week of school, all parents will be informed of the classes in which a student has an allergy as well as the type of allergy. If there is a student in your child's class who has food allergies, this should be taken into consideration when sending in any food to school that will be eaten in the classroom.

**Lost and Found:** Articles of clothing and personal possessions are found on school property throughout the year. It would be beneficial to label your child's items such as outerwear, lunch box, backpack, etc. so they may be easily identified. Should such items not be identified, they are placed in the Lost & Found located in the cafeteria.

**General Information:**

- Any changes in telephone numbers, email addresses and mailing addresses must be immediately reported to the main office.
- Children must wear sneakers on days they are scheduled for Physical Education.
- No dogs are allowed on school property.