



WOODS ROAD SCHOOL

401 South Woods Road • Hillsborough • NJ • 08844-3113 • Tel: (908) 431-6600 • Fax: (908) 874-0496

JODI L. HOWE
Principal

JAN FRASHER
Secretary

January 11, 2018

Dear Parent/Guardian:

The morning drop off procedure has recently become a school safety concern. Vehicles are not allowed to enter the parking lot when buses are parked in the front driveway. When dropping off your child, all vehicles should remain in a single file line while in the front of the school. Cars are not allowed to be double-parked for drop off nor are vehicles allowed to cut off other parents who are waiting in line at the curbside. Additionally, K-turns and U-turns are not permitted at any time. I have personally witnessed parents doing U-turns and cutting in front of buses and other cars, which is not safe for all involved, including students and staff members. Additionally, when dropping off your child, please proceed to the stop sign at the far end of the building, which will allow more vehicles to line up in the front of a school. A staff member will be located at the stop sign if assistance is needed.

Once the buses have departed, the staff member in charge of bus duty will give parents the signal that they may enter the driveway. Vehicles should still remain in a single line of traffic, even if you have dropped off your student. Please refrain from passing on the left and wait in the traffic line until the vehicle in front of you has moved on.

The front doors of the school close at 8:30 a.m. Students will be marked tardy if they are not in school at this time. If your child arrives after 8:30 a.m., you are required to escort them into the main office to sign them into school.

Also, parents and guardians must call the absentee line if your child will be absent from school and leave a message along with the reason for your child's absence, i.e. fever, vomiting, family emergency, etc. If your child is absent, a note must be sent to the school with your child, either from the doctor's office or from you, the parent/guardian, upon their return for our attendance records.

Please remember if you are picking your child up early from school or are making a change in dismissal, a handwritten note must be sent to school the day of the dismissal. Please do not rely on emails to the teachers or staff. If a

staff member is not in school that day, substitutes do not have access to email.
This is for the students' safety at dismissal time.

I want to thank you for your cooperation in these important matters as the
safety of the students at Woods Road School is of the utmost importance.

Sincerely,

A handwritten signature in black ink that reads "Jodi L. Howe". The signature is written in a cursive style with a large, looping initial "J".

Jodi L. Howe
Principal