



Stanhope Public School District  
OFFICE OF THE PRINCIPAL  
24 Valley Road  
Stanhope, NJ 07874

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**Alicia Finklea-DiCataldo**  
Principal

**Steven T. Hagemann**  
Superintendent

**Debi LeBrun**  
Business Administrator/Board Secretary

## Arrival/Dismissal Procedures

Safety is our first priority when students are walking or driven to school. Please observe the following rules to ensure that everyone arrives to school safely and efficiently.

### ARRIVAL

1. Please enter the parking lot and immediately turn right. Move with the flow of traffic in a **single lane** to approach the sidewalk directly in front of the school. **DO NOT PASS OTHER CARS AT ANY TIME.**
2. **Do not get out of your car.** Have **students exit the vehicle on the passenger side** to avoid subjecting them to moving traffic. If you need to exit your car for any reason, please park in an approved parking space to do so.
3. Have students ready to exit the car promptly (give hugs & kisses at home). Staff members will be on the sidewalk to assist your children and help them into the building.
4. **All** students will enter through the main doors only and will move directly to their homeroom.
5. Once your children have exited the vehicle and all doors are closed, carefully continue towards the parking lot's exit. Please make sure you come to a complete stop. Right turns onto Valley Road are not permitted during arrival and dismissal times.
6. Students walking to school should only walk in appropriate crosswalks and should wait for staff to stop traffic before crossing.

**PLEASE REFER TO THE DIAGRAM ON THE BACK OF THIS PAGE**

### DISMISSAL

1. The school parking lot will be **CLOSED** to moving traffic from **2:30 PM to 2:45 PM.** During this time, no vehicle will be permitted to enter, exit, or move within the parking lot, therefore it may become necessary to park on the street.
2. Cars must be parked in outlined, approved parking spaces. Nobody is to park along the sidewalk or curb in front of the building or "double-park" within the lot. If there are no available parking spaces, you must exit the parking lot and park on the street.
3. Students will be dismissed at 2:35 PM. Kindergarten and first grade students will be dismissed by the kindergarten doors. All other students will be dismissed through the main entrance or rear exit of the building.
4. Once parked, parents should meet their student(s) at the front of the school.
5. Students and parents are required to use appropriate crosswalks to exit the parking lot.

Thank you very much for your support and anticipated cooperation. I am confident that if we work together, our students will arrive, and be dismissed safely in a quick and efficient manner.

# VALLEY ROAD SCHOOL

