

# LITTLE FALLS TOWNSHIP PUBLIC SCHOOLS

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**Bruce deLyon, Ed.D.**  
**Superintendent**

**Office of the Superintendent**

September 2010

Dear Parents:

With the start of the new school year I wanted to make parents aware of a procedure in place at School # 2 and School # 3 that was previously approved by the Little Falls Board of Education regarding dismissal procedures at the end of the school day.

So as to monitor the safety and well being of students at dismissal time, School # 2 and School # 3 will maintain an outside sign-out sheet for parents to initial if they appear unexpectedly at the end of the day to pick up their children on the bus lines or playground. The sign out sheet will be available through the building principal and/or a duty teacher assigned outside on that particular day.

Whenever possible parents are strongly discouraged from picking up their child in this fashion as it creates unnecessary issues that can potentially impact our student's safety and well being. With this being said we realize that periodic emergencies or compelling circumstances occur from time to time that make this necessary. As most of you can attest to the number of individuals on the pick-up areas at the end of the day leads to a busy scenario, and the Board of Education feels this additional measure better protects the interests of our children.

Parents are reminded to send written notices to your child's teacher in the event you intend to pick them up early for medical appointments, or other reasons. Parents are expected to sign their children out from the respective school offices as a matter of course during the course of the school day.

I appreciate your continued cooperation in the future and encourage you to work through the appropriate channels of communication as required for any questions or concerns you may have regarding any area of your child's program. Our building principals, school nurse's and all of our staff are readily available and more than willing to work with you to provide the necessary guidance or support you may need to provide the best possible program for your child. Should you have any questions, please feel free to contact me.

Sincerely,

Bruce deLyon, Ed.D.  
Superintendent of Schools