

**Pupil Supervision After School Dismissal  
for Grades Pre-K – 3  
M**

*Regulations follow*

**8601 - PUPIL SUPERVISION AFTER SCHOOL DISMISSAL**  
**FOR GRADES PRE-K –3**

The Board of Education recognizes that younger pupils are susceptible to numerous risks when leaving school property. The dismissal procedures in place in each elementary school have been developed with this in mind. Because some families have unique circumstances, the Board recognizes the need for an alternative system. Because of these risks, the Board of Education adopts and requires the implementation of Policy 8601 for the supervision of younger pupils after dismissal. Policy 8601 is applicable to pupils attending district-operated schools in grades Pre-K to 3 who are not transported by district-provided transportation to their home and whose parents or legal guardians agree to adhere to the 8601 supervision and dismissal procedures (hereinafter “8601 Pupils”) via the Request for Supervision at Dismissal form.

8601 Pupils shall be released at dismissal to the escort, and only to the escort designated on the Request for Supervision at Dismissal Form (hereinafter “Request Form”). A Designated Escort shall be the individual or individuals specifically listed on the Request Form and a parent(s) or legal guardian(s). Only those parent(s) or legal guardian(s) requesting their child(ren) be released to a Designated Escort after dismissal must submit a completed Request Form. The Board of Education will presume that the parent or legal guardian who completes and submits a Request Form has the required parental authority to submit the form. In any case involving a dispute with regard to the issue of parental authority, the parent(s) will be required to resolve any such dispute as a condition of the right to submit a Request Form.

In order for the school administration to effectively implement the requirements of this policy and to ensure the safety and security of pupils:

1. The parental request shall be applicable for every school day.
2. This policy may not be superseded by a note from a parent or legal guardian.
3. The parental request shall apply for the entire school year.
4. In the event an 8601 Pupil is dismissed due to illness or injury, the school shall use the information on the Green Emergency Contact Form.
5. A Request Form must be submitted at the beginning of each school year.

A parent(s) or legal guardian(s) may rescind their request by submitting a written letter to the Principal indicating the date in which the parent(s) or legal guardian(s) no longer requests the school provide supervision of their child(ren) after school dismissal. This letter must be submitted not less than two business days prior to the effective date. The principal will acknowledge receipt of this letter. The child(ren) will be dismissed in accordance with typical dismissal protocol effective the date indicated in the letter.

Each Principal will develop and implement a written *Pupil Supervision After School Dismissal Plan* for their school building. This Plan shall include:

1. The school building's supervision procedures for 8601 Pupils at the end of the school day.
2. The location where 8601 Pupils will wait for escorts and the procedures in the event an escort does not pick up the 8601 Pupil.
3. The Plan shall be based on the school's ability to provide supervision, the accessibility for the Designated Escort to pick-up the child without disrupting dismissal of the remaining school population, and other considerations unique to the school building.
4. The school's *Pupil Supervision After School Dismissal Plan* shall be provided to Designated Escorts.

The parent/guardian is responsible for reviewing the school calendar and complying with all school dismissal times and all applicable procedures. It is the Designated Escort's responsibility to take physical custody of the 8601 Pupil at the end of each school day by the designated time. Each Designated Escort is responsible for insuring timely arrival by regular scheduled dismissal time.

In the event a Designated Escort does not pick up their child(ren) at dismissal time, the principal or their designee will attempt to contact the parent(s), legal guardian(s) or escort(s) using the information on the Request Form.

In the event the Designated Escort does not or cannot arrive within fifteen (15) minutes of dismissal, the 8601 Pupil will be placed in the "Y" After-Care program. In this instance, the parent/guardian will be subject to after-school program fees. All parents of 8601 Pupils shall provide all necessary contact information on Part B of the Request Form, including all back-up telephone numbers and e-mail addresses, to be given to the program staff member in the event their child(ren) is placed in the "Y" After-Care program.

In the event of an emergency school closing, an 8601 Pupil may also be released to the designated contacts on the Emergency Contact Form on file in the child's school. Every attempt will be made to notify the parents first in the event of such a closing.

This policy shall be published in the Lincoln School and Elementary School Handbooks. In addition, the school district shall provide to parent(s) or legal guardian(s) in the beginning of the school year, the school calendar to include the starting and dismissal times for full session, half-day (early dismissal) due to weather or other emergencies. All Parent(s) or legal guardian(s) shall be required to return to the school a signed acknowledgement of receipt (Policy/Calendar Signature Receipt Form) of this policy (8601 – Pupil Supervision After School Dismissal) and the school calendar. In addition, any changes to the school's calendar made during the school year shall also be provided to parent(s) or legal guardian(s).

The Request Form shall be made available in the Main Office of the school building and on the school website.

**R 8601 - PUPIL SUPERVISION AFTER SCHOOL DISMISSAL**  
**FOR GRADES PRE-K-3**

**A. Obligations of Designated Escorts:**

1. The parent/guardian is responsible for reviewing the school calendar and complying with all school dismissal times and all applicable procedures. It is the Designated Escort's responsibility to resume the custody of the 8601 Pupil at the end of each school day by the designated time.
2. Each Designated Escort is responsible for insuring timely arrival by the regularly scheduled dismissal time.

**B. Procedures for Schools**

1. In the event a Designated Escort is unable to pick up their child(ren) at the dismissal time, the 8601 Pupil will be escorted to the Main Office.
2. The principal or designee will attempt to contact the parent(s), legal guardian(s) or escort(s) using the information on the Request Form.
3. In the event the parent/guardian or Designated Escort cannot or does not arrive within fifteen (15) minutes of dismissal, the 8601 Pupil will be placed in the "Y" After-Care program. In this instance, the parent/guardian will be subject to after-school program fees. All parents of 8601 Pupils shall provide all necessary contact information on Part B of the Request Form, including all back-up telephone numbers and e-mail addresses, to be given to the program staff member in the event their child(ren) is placed in the "Y" After-Care program.

**C. Contact Priorities**

1. Normal School Day Schedule or Half-Day (Early Dismissal) Session  
Source: Request for Supervision After School Dismissal Form then the Emergency Contact Form (Green)
2. Dismissal due to illness/injury  
Source: Emergency Contact Form (Green)
3. Dismissal due to emergency, including inclement weather  
Source: Emergency Contact Form (Green)

**D. Forms**

1. Request for Supervision After School Dismissal Form
2. Policy/Calendar Signature Receipt Form (Mandatory)



7. I will assume responsibility to promptly notify the Principal at my child's school, by completing a revised Request Form, if any of the information on the form is changed or modified at any time during the school year.

The following persons are designated to pick up my child(ren) after school dismissal in accordance with the terms of Board of Education Policy 8601 (Pupil Supervision After School Dismissal):

Parent(s)/Legal Guardian(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Escort: \_\_\_\_\_ Phone: \_\_\_\_\_

Escort: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **PART B**

*A copy of this form will be given to the "Y" After-Care provider in the event your child is required to be placed in the "Y" After-Care Program. Parent(s)/Guardian(s) will be subject to after-care program fees.*

Parent(s)/Legal Guardian(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Escort: \_\_\_\_\_ Phone: \_\_\_\_\_

Escort: \_\_\_\_\_ Phone: \_\_\_\_\_

I understand that I have the responsibility to review the school calendar and comply with all school dismissal times and all applicable procedures.

I am aware should my child(ren) not be picked up within fifteen (15) minutes of dismissal they will be relocated to the after school program run by the Westfield YMCA. If there is no program in my child's school building, I understand that my child may be transported in a private vehicle, not school transportation, to the Westfield YMCA, 220 Clark Street, (908-233-2700).

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

WESTFIELD PUBLIC SCHOOLS  
Office of the Superintendent  
302 Elm Street  
Westfield, New Jersey 07090

**POLICY / CALENDAR SIGNATURE RECEIPT FORM**

***MANDATORY***

My signature below acknowledges that I have received the following (please check below):

- Policy 8601 – Pupil Supervision After School Dismissal with Request Form**  
*Please note that a Request for Supervision Form must be returned if applicable.*
- Westfield Public Schools Calendar and List of Holidays/ Half-Days (Early Dismissal)**

I also acknowledge that I have reviewed the information noting dismissal procedures.

Parent/Legal Guardian Name: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_

School: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian Signature

**Please review Policy 8601, *Pupil Supervision After School Dismissal for Grades Pre-K-3,* and the School Calendar, fill out this form and return it to your school as soon as possible.**

In Effect: September 28, 2010