



Dear Vetter Parents/Guardians:

We at Vetter School maintain that safety is our number one priority. With the new school year almost upon us, we would like to ask for your cooperation to ensure that our morning drop off and afternoon pick up procedures remain as safe and risk free as possible. Please review the guidelines below. This procedure is intended to keep our students safe while maintaining efficiency towards the start and end of each school day. Please pay particular attention to any lines in bold, italics, or underlined.

### **Morning Drop Off**

- ***There will be no supervision prior to 7:40 AM. Please do not bring your son/daughter to school prior to this time.***
- Upon entering the parking lot, parents should use the access lane closest to the playground area.
- ***Prior to 7:40***, you should drop your child off by driving passed the playground and following the parking lot around so that the students get dropped off using the passenger side of your car, closest to the school—no students should be dropped off on the playground side making them cross the parking lot to get to the school.
- ***After 7:40***, Mr. Rosa will be outside directing traffic. ***AS LONG AS THERE ARE NO BUSES PULLING INTO THE BUS LANE, CARS WILL BE DIRECTED TO PULL INTO THE CIRCLE TO DROP OFF THE STUDENT.*** If a bus pulls into the circle, or if there a back-up of cars in the circle, traffic will be diverted to the "Prior to 7:40" procedure as explained above. After the bus drops off the students or the back-up has dispersed, the circle will once again be opened.
- Parents should not park in any of the Fire Lanes, especially in front of the school. The Vetter School Safety Patrol will be standing at the curb to open the car door and keep the flow of traffic moving.
- Walkers should cross using the crossing guards and utilize the sidewalks to the sides of the school.
- **When driving in our parking lot, please maintain a safe/slow speed and be aware of all surroundings.** Teacher volunteers will be outside to help direct traffic and cross students safely.
- If you are waiting with your child, please park your car in a designated space and walk your child to the front of the school. **PLEASE DO NOT DOUBLE PARK.**
- Additional parking is available at Memorial School.
- Cones will be put up to block off the entrance to the circle in front of the school at 7:50 sharp. Students must be ***IN THEIR HOMEROOM SEATS*** by the 7:50 bell—NOT being dropped off at 7:50. If you arrive after 7:50, you must park and walk your child into the school. **All students must be signed in by a parent or guardian after 7:50.**

### **Afternoon Pick-Up**

- All students that are being picked up will be dismissed from the side of the building closest to Memorial school at approximately 2:18. Plans should be made to meet your child on this side of the building. **Parking in the Vetter School Parking Lot, other than in approved and marked parking spots, is prohibited.** Eatontown police will be patrolling this lot and ticketing any cars that are double parked or parked in a fire lane.
- **Parking is available in the Memorial school parking lot.**
- When leaving the side entrance, sidewalks and crosswalks should be the only path used when crossing streets. **Please, under no circumstances, should students cross across the circle driveway in the front of the school.**
- Please speak with your child. If you are giving permission to walk home, ensure that they go directly there. If you will be picking up your child, or if you designate another adult to pick up your child (please ensure an accurate record of those allowed to pick up your child is kept in the main office), please make sure you arrive in a timely fashion. **ALL STUDENTS THAT ARE NOT MET BY AN ADULT SHOULD BE INSTRUCTED TO RETURN BACK INTO THE BUILDING AND REPORT DIRECTLY TO THE MAIN OFFICE.**

There are many elements of a daily school routine that must work in unison to ensure that each day is as safe and successful as possible. We at Vetter vow to continue to work towards this objective throughout the upcoming year. Your attention to the above procedures would greatly enhance our ability to meet our daily safety goals. If there are any questions about the above procedures, please don't hesitate to contact the school at 732-542-4644.

Thank You!

Kevin Iozzi  
Principal