

## **ARRIVAL & DISMISSAL POLICY**

### **Arrival**

All scholars will enter the building at entrance #3. There will be a “drive thru” drop off area for parents/guardians.

### **Student Tardy Policy**

Your child **MUST** report by 8:00 am. Instruction at the Newark Educators’ Community Charter School begins promptly at 8:00 am and it is critical that all students are prepared to begin at that time.

- After 5 tardies: A phone call will be made to a parent/guardian alerting them of the problem.
- After 7 tardies: A parent will be required to come to school for a conference.
- After 12 tardies: Your child's name will be identified to the truancy department.

### **Early Pickup Policy**

#### **ABSOLUTELY NO EARLY PICKUPS WILL BE GRANTED AFTER 2:30pm.**

If you must pick your child up after 2:30pm, you **MUST** receive authorization from the Executive Director. If it is necessary for a student to be dismissed from school before the end of the school day, PARENTS MUST NOTIFY THE SCHOOL OFFICE BY 2:00 PM THE DAY BEFORE THE EARLY DISMISSAL. In such cases, parents must inform the school of the specific time that the child will be picked up and the name of the person who will come for the child. Only adults who are listed in the school's records as being authorized will be allowed to take students from the school in these cases. We understand emergencies arise that may prohibit you from calling in a timely manner. Should this happen, please contact the main office as soon as possible at (973) 732-3848.

### **Dismissal Time**

3:00pm – Pre-K at Entrance #2 (Late after 3:45pm)

3:15pm – Kindergarten at Entrance #3 (Late after 4:00pm)

3:30pm – Grade 1<sup>st</sup> – 4<sup>th</sup> at Entrance #4 (Late after 4:15pm)

### **Late Pickup Policy**

Students who are not picked up 45 MINUTES after dismissal will be brought to the after-school program. The parent/guardian will be given an invoice for the amount owed to the school for student after-school care. The parent must pay the invoice upon pickup by cash or check. Late Pickup Room rate is \$1.00 per minute.

- After 60 minutes after dismissal, the local authorities will be contacted.
- After the 5<sup>th</sup> late pick-up, the school will contact the appropriate authorities.

We understand that emergencies arise that may prohibit you from picking your child up on time. Should this happen, please contact the main office as soon as possible at (973) 732-3848.