

# Green Township School District

Box 14, Greendell, New Jersey 07839

www.greenhills.org

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**Dr. Jennifer Cenatiempo**

Superintendent/Director of  
Personnel & Staff Development

August 25, 2023

**Mrs. Karen Constantino**

Business Administrator/Board Secretary

**Mr. Jon Paul Bollette**

Principal/Coordinator of Instruction

Dear Green Hills Parents/Guardians,

This summer the Green Hills Board of Education created a Traffic Advisory Committee to address the morning arrival and afternoon departure of students. The goal of the committee is to focus on student safety and procedural efficiency. The following is the plan for Student Drop Off and Pick Up for the 2023-2024 school year.

## Morning Arrival/Student Drop Off:

- All vehicles will enter through the Back Parking Lot Entrance.
- Vehicles will make a right turn and follow traffic around the perimeter of the back parking lot. (Indicated in Red on the map)
- Students will exit vehicles at the curb along the side of the school. (Indicated in Green on the map.)
- All vehicles will leave campus using the last exit, closest to the softball field. (Indicated in Blue on the map)
- As in previous years, students will exit cars and be welcomed to the front entrance beginning at 8:08 am.

***To keep the flow of traffic moving and for the safety of students, we are requesting that parents stay in their vehicles during drop off. Staff members will be present to welcome your children safely into Green Hills School.***

## Afternoon Dismissal/Student Pick Up:

- **PARENT PICK UP IS NOW LOCATED IN THE BACK LOT**
- Vehicles will park in the spaces in the back parking lot.
- Students will be dismissed through the library doors beginning at 3:05 pm.
  - Preschool pickup begins at 2:45 in the back parking lot
- Parents/guardians will come to the doors and staff members will assist with student dismissal.
- All traffic for parent pick up at dismissal\* will utilize the entrance/exit closest to the back parking lot.
  - Parents who are picking students up before 3:00 pm will still check in through the Main Office.

***Again, for the safety of our students, please do not linger in the parking lot with your children. Students are always welcome to utilize the playground area while supervised by a parent or guardian.***

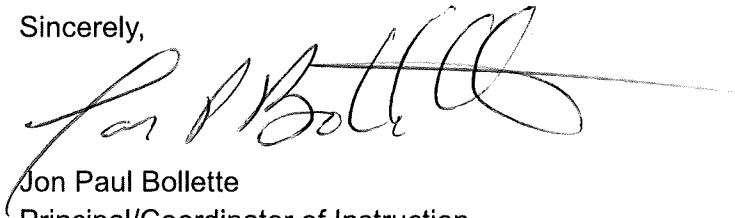
With these new procedures it is imperative that Pick Up Patrol is updated and accurate for each child every day. Please be sure to set up default dismissal plans in Pick Up Patrol prior to the start of the school year.

- Deadline for changes to Pick Up Patrol is 1:00 pm on a regularly scheduled day.
- Deadline for changes to Pick Up Patrol is 12:00 pm on an early dismissal day.
- Any emergency changes made after these deadlines must be made by calling the Main Office directly. Please do not email changes in dismissal.

We are hopeful that these changes will improve the overall efficiency and safety of our arrival and dismissal procedures. I appreciate the cooperation of our community and the hard work that many stakeholders put into the new plan. Ensuring the safety of our students has always been a primary goal. That along, with understanding the impact our procedures have on morning commuters and Mackerley Road traffic, has been the motivating factors for the Traffic Advisory Committee. I am confident that these new procedures address the concerns. As with any new course of action, we will continue to monitor these changes and make adjustments as needed.

If you have any questions regarding arrival or dismissal please contact me directly.

Sincerely,

A handwritten signature in black ink, appearing to read "Jon P. Bollette", with a long horizontal flourish extending to the right.

Jon Paul Bollette  
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Green Hills School  
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