



**St. Bartholomew School**  
**470 Ryders Lane**  
**East Brunswick, NJ 08816**  
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Reverend Thomas J. Walsh, M.Div.  
Pastor

Mrs. Theresa Craig, M.Ed.  
Principal

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August 21, 2024

Dear Parents or Guardians,

It was wonderful to meet so many new students and their families at last week's New Family Ice Cream Social. I look forward to seeing everyone else in just two weeks. We are so excited at the thought of students in the classrooms and hallways after the quiet summer months. Please read this letter very carefully as it serves as a reminder and update of arrival and dismissal procedures along with a few other items.

A special request is that you send in only the supplies that your child will need on the first day or will easily fit in their backpack on the first day of school. After that, things like disinfectant wipes, paper towels, extra markers, etc can be sent in to the teacher over the course of a few days. It's very stressful for our students to carry in a full backpack, lunchbox, and an additional bag of supplies on the first day with all of the other details to manage as they adjust to being back in school. PreK and Kindergarten families are welcome to bring the school supplies to Back-to-School Night.

Our **arrival** procedures will continue as we did in the previous two years (see Arrival Drop-Off diagram). These procedures were developed with the safety and security of our school community in mind. It is important that parents/guardians of students in grades K-8 stay in your car and in the carline. This year we will have three school bus routes. Everyone is reminded that it is unlawful to pass a school bus that is loading or unloading students. Please be mindful of our buses. In an effort to make sure that the bus process is as smooth as possible we are asking for your support. Most importantly, if your child will regularly ride the bus to and from school, please have them do that the first week of school so that the driver and staff supervisor can become familiar with your child's routine from day one.

For families that will use the morning carline, please be patient as new families and little ones have their first experiences in the carline. Plan a few extra minutes into your morning the first few days of school as we all get back into the routine of school. Please move infant/toddler car seats to the seat behind the driver so that students can easily enter and exit the car. Also, make sure that your child in grades K-8 can buckle and unbuckle their seatbelts independently.

The doors open at 6:45 am for K-8 early arrivals. Any students who arrive after 7:40 am will be marked tardy. Excessive tardies may result in disciplinary action and will keep students off of the honor roll. Morning prayers will begin promptly at 7:35 am. Please

*The mission of St. Bartholomew School is to love, educate and inspire  
our children to live the teachings of Jesus Christ.*

make every effort to have your child at school no later than 7:25 am to avoid stress for everyone involved. If you arrive at the school after 7:40 am you will need to bring your child to the School Office. There will be short-term parking spaces in the small Ryders Lane parking lot. If the lot is full, you will need to park on the side of the Church in the parking lot behind the Knights of Columbus building and walk your child to the the front door (Door #1) to sign your child into school.

Preschool families will park in the parking lot and walk their students up to the PreK entrance door (Door #11). Please see the letter from our PreK teachers for the particulars. Early arrival for PreK is at 7:00 am. In the event that you have a preschool child and an elementary student, all should walk to the preschool building together and then the elementary school students should proceed down the sidewalk and up the path to the building.

Our procedures for dismissal are changing and we thank you in advance for your patience and understanding as we all learn new routines.

At afternoon dismissal time, After School Care students and students who have after school clubs and activities will go to the cafeteria while bus students will be called down to the waiting buses. Car riders will then be dismissed by grade level. Parents/guardians should park in the back parking lot and wait in the designated parent/guardian waiting area to pick up children (see Dismissal Pick Up diagram). Children will remain with a teacher until the parents/guardians/designated person arrives. **Students may not walk through the parking lot unattended.** Exit the parking lot via one of the two exits. If your child is a designated walker, please submit a written permission note to the homeroom teacher and instructions will be given. If your child is going home a different way than usual, please submit a note to the teacher and email the office on the day of the change.

A safety issue that has been brought to our attention by the East Brunswick Police is that of the small parking lot located directly off Ryders Lane. As you know, that parking lot has very limited space. Overflow parking for that lot, will now be at the Knights of Columbus building. ALL visitors are required to report and enter the building at the main entrance (Door #1) on the Ryders Lane side of the building. Visitors should be prepared to show proper identification, sign in, and obtain a visitor's badge. Visitors must also sign out and return the visitor's badge when exiting.

Parents/guardians must also come to **Door #1** for the following reasons:

- Late student drop-off (after 7:40 a.m.)
- Sign out a child from the Nurse's Office
- Forgotten items being dropped off (i.e., properly labeled lunches, instruments, etc.)
- Early pick up (before 1:15 p.m.)

**Students who need an early dismissal must be picked up by 1:15 pm at door #1.**

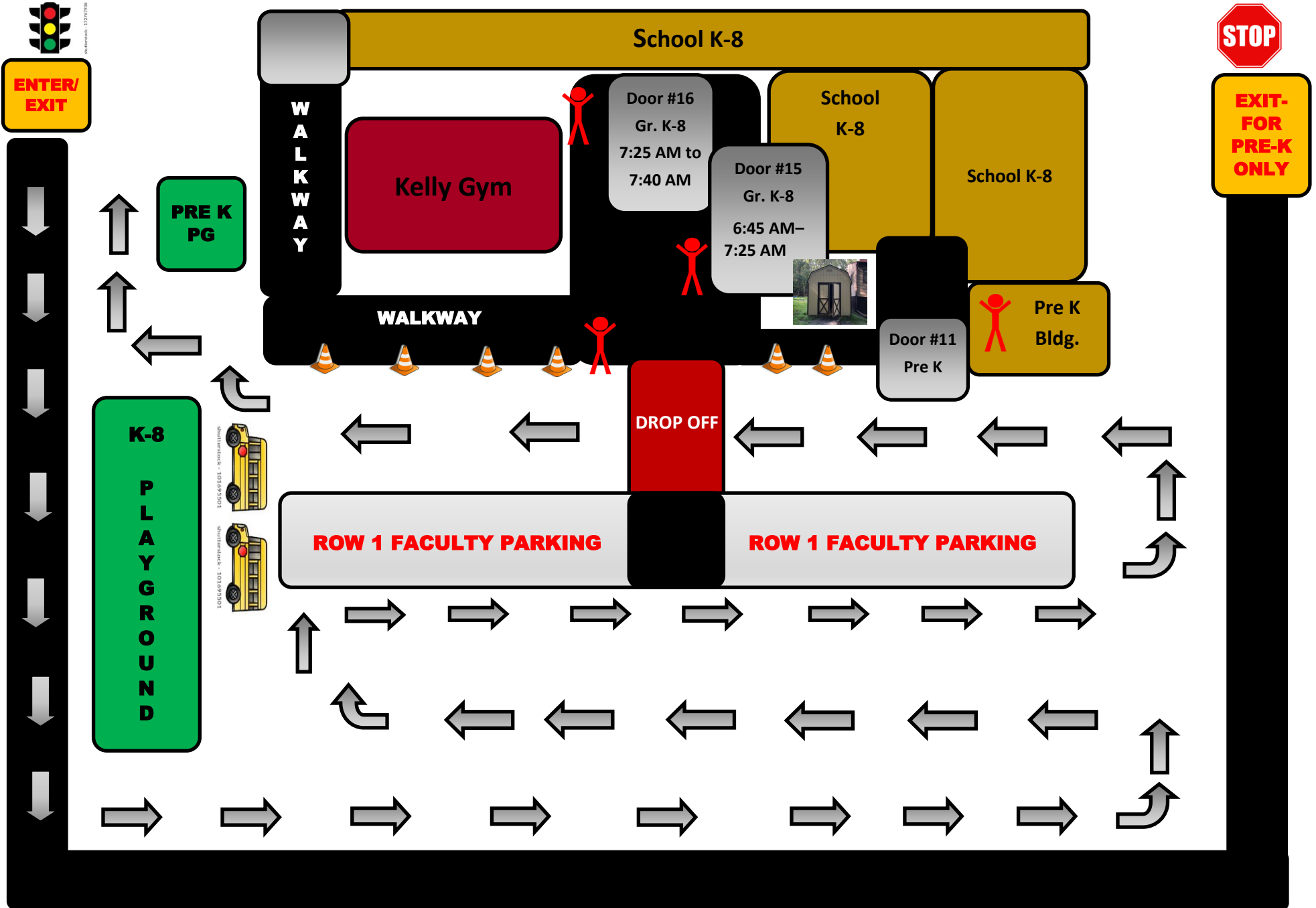
Please make every effort to keep early pickups to a minimum as this interrupts classes and causes your child to miss valuable instructional time.

Please follow the directions of the staff members on duty and be patient as we change our routine and while new families are learning. I am looking forward to another great year with the wonderful St. Bartholomew School community. See you soon!

God bless,  
Mrs. Theresa Craig, M.Ed.  
Principal

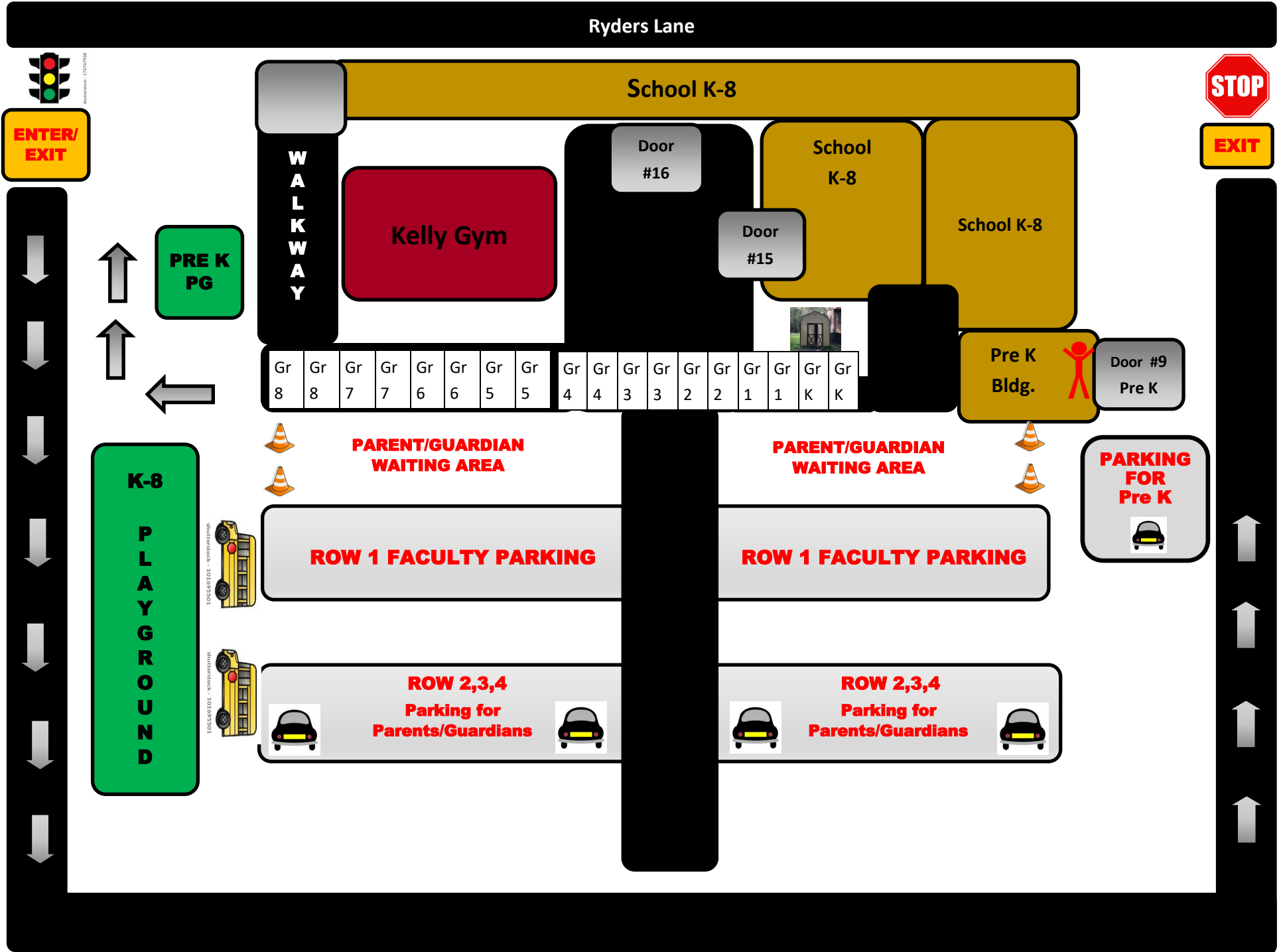
# Arrival Drop Off

Ryders Lane



 = Teacher

# Dismissal Pick Up



= Teacher