



IRVINGTON PUBLIC SCHOOLS

Madison Avenue Elementary School

Malikita Wright
Principal

173 Madison Avenue
Irvington, NJ 07111
(973) 399-6800 ex: 2900

September 6, 2019

Dear Parents/Guardians,

As the new school year begins, we have found it necessary to make some changes to our arrival procedures in order to ensure maximum safety for your child as he/she arrives to school. The intention of the changes is to alleviate traffic issues, which have caused dangerous walking and drop-off conditions. Beginning Monday, September 9, 2019, the turn onto Cummings Avenue will be blocked from the Madison Avenue intersection. Traffic will only be permitted to enter Cummings Avenue from Clinton Avenue.

Additional changes are noted below:

Arrival Procedures

School starts promptly at 8:25 am. Pre-Kindergarten (PreK) scholars should not arrive to school earlier than 8:15 a.m. unless they participate in the morning program provided by the provider agency. Scholars in the morning program will enter the building from the parking lot on the Orange Avenue side of the school. The morning program will be located in the cafeteria. After 8:15 a.m., PreK scholars will enter the PreK playground on Cummings Avenue where their teachers will pick them up at 8:25 a.m.

Kindergarten through 5th grade scholars will arrive to school no earlier than 7:30 a.m. Scholars will enter the gymnasium from the parking lot on the Orange Avenue side of the school. Teachers will pick-up their scholars from the gymnasium at 8:25 a.m.

Inclement Weather

PreK scholars in the morning program will enter the building from the parking lot on the Orange Avenue side of the school and proceed to the cafeteria. After 8:15 am, PreK scholars will enter the entrance on Cummings Avenue and proceed to the cafeteria to wait for their teachers.

Kindergarten through 5th grade scholars will follow the same procedure described above.

Dismissal Procedures (Reminder)

Scholars are dismissed at 2:50 p.m. There is an after-care program available in the building for scholars until 6:00 p.m.

- **Pre-Kindergarten scholars** will be dismissed from their classroom. Parents please enter through the Cummings Avenue doors. Students must be signed out by an adult. Doors will open at 2:50 p.m.
- **Kindergarten and 1st grade scholars** will be dismissed from the Cafeteria. Parents please enter from the playground. Students must be signed out by an adult. The gate will open at 2:50 p.m.
- **2nd through 5th grade scholars** will be dismissed from the playground. Students can be picked up from the playground. The gate will open at 2:50 pm.

Inclement Weather

- **Pre-Kindergarten scholars** will be dismissed from their classroom. Parents please enter through the Cummings Avenue doors. Students must be signed out by an adult. Doors will open at 2:50 p.m.
- **Kindergarten and 1st grade scholars** will be dismissed from the Cafeteria. Parents please enter from the playground. Students must be signed out by an adult. The gate will open at 2:50 p.m.
- **2nd through 5th grade scholars** walkers will be dismissed from the playground. Scholars who are picked up will wait in the gymnasium.

Your understanding of the necessary changes is appreciated. We will continue to employ best practices to ensure the safety of all scholars.

Sincerely,

Malikita Wright,
Principal