



**New Road School of Somerset**  
2200 Cottontail Lane  
Somerset, NJ 08873  
Tel: (732) 271-5775 Fax: (732) 271-7713  
[www.newroadschool.com](http://www.newroadschool.com)

September, 2022

TO: Parents/Guardians

RE: Arrival and Early Dismissal of Students

- If you are dropping your child off at school in the morning, you **MUST** bring your child into the lobby and sign them in (masks optional). You also need to let the receptionist know if they will be going home on the bus or if you will be picking them up.
- If you are picking your child up early, we need a personal phone call/note; **your child's word will not be acknowledged.**
- **IN THE EVENT THAT YOU NEED TO PICK YOUR CHILD UP EARLY FROM SCHOOL YOU MUST DO SO BY 2:00 P.M. IN ORDER NOT TO INTERFERE WITH THE LINE-UP OF BUSES AND STUDENT DISMISSAL. THIS IS A SAFETY ISSUE AND MUST BE ADHERED TOO.**
- You will be required to come into the lobby to sign your child out and the receptionist will alert your child's teacher that you have arrived.
- In the event that you are unable to arrive by 2:00 p.m. we will not release your child to you until buses have been dismissed. Please do not enter the school parking lot until after 2:35 p.m. due to the limited number of parking spaces. **This policy will be enforced.**
- **If your child is the only student on their bus, it is your responsibility to notify the bus company/driver that they will not be coming in and/or going home on the bus.**
- **All of the above rules are necessary to maintain a safe school environment.**

Thank you,

Michele Rieman  
Director

Thomas Coleman  
Principal