

New Providence Middle School

35 Pioneer Drive, New Providence, NJ 07974
(908) 464-9161 (Phone) www.npsd.k12.nj.us (908) 464-5927 (Fax)

Jay Richter
Principal

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Dear Parents/Guardians,

In the event you would like your child dismissed prior to the end of the school day you must follow these instructions:

1. Send your child in with a signed note stating the time of pick-up. Notes need to be submitted to the main office at the start of the day.
2. At the time of pick-up you will report to the high school guidance/attendance office, and you will sign your child out. The receptionist will contact the Middle School main office staff. Your child will then meet you at the high school office.
3. No child will be permitted to walk home on their own.
4. If you would like to grant your child permission to be signed out with a different adult, you must state that person's name in the note and coordinate with them the supervision of your child.
5. Students will not be released to anyone other than their own parent without written permission.
6. Parents will be responsible for each child they sign out.
7. The main office will not make phone calls to get verbal permission for students to go home with someone other than their own parent.

Thank you,



Jay Richter
Principal