

MARLBORO TOWNSHIP PUBLIC SCHOOLS
ROBERTSVILLE ELEMENTARY SCHOOL

36 MENZEL LANE
MORGANVILLE, NEW JERSEY 07751
(732) 972-2044

August 20, 2018

Dear Robertsville Families,

It is critical to us that we ensure the safety of each and every child. Therefore, we thought it was important to clarify the procedures needed in the event that dismissal plans need to be changed. In the event that dismissal plans change during the day, please communicate these changes to the school by **2:00 PM** to provide enough time to inform all parties and so that we can ensure that your child follows the appropriate dismissal plan.

Whenever there is a change in dismissal plans, please communicate the change as follows:

- **Please always send an email** (this includes when you are communicating a change first thing in the morning). You may also send a handwritten note, but it is not required.
- Please send the email **from one of the listed email addresses in your Genesis portal** under parent contact information.
- In the email, please include your **child's name and an explanation of the change in dismissal**
- **Send the email to:** RBTSooffice@mtps.org, **your child's teacher** and (if applicable) the **aftercare program** (Thea Pace – TL Pace@klcorp.com).

In the event of an emergency where a dismissal change is needed after 2:00 PM please follow **the same steps as above**, but also **call the school and ask to speak to an administrator** for a late dismissal change. We want to make sure there are safeguards in place in the event that the email is not seen before the end of the day. If you do call the school for a dismissal change without sending an email, we will respectfully ask that you communicate the change via email so we can validate the change and also have confirmation for our records.

Thank you so much for your support. Please feel welcome to reach out if you have any questions or concerns.

Dave Stratuik
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Robertsville Elementary School
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