



ESTELL MANOR SCHOOL DISTRICT
128 Cape May Avenue, Estell Manor, New Jersey 08319
Phone: (609) 476-2267 Fax: (609) 476-4205

Robert Garguilo
Interim Superintendent of Schools

Joseph Rodio
School Business Administrator

Dear Parents,

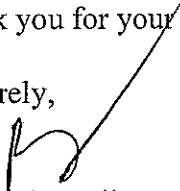
Keeping your children safe while at school is our district's top priority. I want to reassure you that we take school safety and security very seriously at Estell Manor School. In response to recent events across the country, and through communications with our state police, our school district is implementing additional safety measures to keep our children safe during school hours.

For the safety of all our students and staff, the following procedures for parents, visitors and service workers will take place, effective immediately.

1. All parents, visitors and service workers must report to the window in the vestibule. Appointments will be required to enter the building.
2. There will be a table with post-it notes in the vestibule to drop off any items your child may have forgotten. Put your child's name and grade on the post-it. The office staff will periodically check the table and deliver the items to your child.
3. If you are picking up your child for early dismissal, the sign-out book will be on the table in the vestibule. A staff member will dismiss your child to the vestibule.
4. If someone other than you is picking up your child, the office must be notified in writing in advance. In an emergency, you must call the office and you will be directed to an email to send a note with the person's name you are giving permission. (If you listed the person on your blue emergency card, you do not have to do this.) Please be sure that ANYONE picking up your child is prepared to show their ID in case we do not recognize them.

We want you to know that your cooperation in helping us to ensure your child's safety is greatly appreciated. Thank you for your assistance in this matter.

Sincerely,



Robert Garguilo
Interim Superintendent