

Woodbine School District
“Where There’s Progress in the Making”

801 Webster Street
Woodbine, NJ 08270

www.woodbineschool.com

(609) 861-5174 ~FAX (609) 861-7169

WES@woodbine.capemayschools.com

Carleena Supp
Superintendent

Celine Kaelble
Assistant Principal

Morning Drop Off & Afternoon Dismissal Procedures
Preschool

Preschool Morning Dropoff:

Preschool students will enter through the PK door, Door 20, located on the side of the building and parents will accompany their child to the classroom.

Doors will open at 8:00. **ONLY Preschool students will be permitted to enter the building through the PK door.** K-8 students will be unable to access the building through the Preschool wing.

PK students must be signed in at their classroom.

Breakfast will be served in the classroom.

Doors will close at 8:20am.

Any student arriving after 8:20am will need to enter the Main Office in the front of the school and will be considered Tardy.

Latchkey services are offered for a fee, Monday-Friday beginning at 7:00am. Students must be signed up to utilize this service. Forms can be obtained in the Main Office.

Preschool Afternoon Dismissal

Preschool students will be picked up at their classroom through the PK door, Door 20, located on the side of the building.

Doors will open at 2:15 (12:45 on Early Dismissal days). **ONLY Preschool students will be permitted to dismiss through the PK door.**

PK students must be signed out by authorized contacts.

Doors will close at 2:25pm.

Latchkey services are offered for a fee, Monday-Friday from dismissal until 5:30pm. Students must be signed up to utilize this service. Forms can be obtained in the Main Office.

Students staying for Latchkey will be escorted to the Latchkey room at dismissal.

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Morning Drop Off & Afternoon Dismissal Procedures

Kindergarten – 8th Grade

Morning Dropoff:

K-8th students will be dropped off in the rear of the building at the Gymnasium Door, Door 10.

Doors will open at 8:00am. There will be no adult supervision before 8:00am.

K-8th Grade students will enter and will walk directly to their classroom.

Breakfast will be served in the classroom.

Doors will close at 8:20am.

Any student arriving after 8:20am will need to enter the Main Office in the front of the school and will be considered Tardy.

Latchkey services are offered for a fee, Monday-Friday beginning at 7:00am. Students must be signed up to utilize this service. Forms can be obtained in the Main Office.

Afternoon Dismissal:

Cars will line up in the rear of the building at the Gymnasium Doors.

K-8th Grade students will exit through the main doors at 2:30pm (or 1:00 on early dismissal days).

Cars will be permitted to leave the car line as directed by school staff.

Latchkey services are offered for a fee, Monday-Friday from dismissal until 5:30pm. Students must be signed up to utilize this service. Forms can be obtained in the Main Office.

Any student walking will need a walker permission slip signed and will exit through the Gymnasium.

Any student that is staying for Latchkey will wait in the Gymnasium for Latchkey Personnel.

Early Pickups:

When possible, we request that any parent or guardian planning to sign their student out of school early does so before 2:15 and/or notify the main office in advance. This will help to avoid any delay or confusion due to the increased number of main office management tasks at the end of the school day.