

**Winston S. Churchill School**  
233 Fairfield Road  
Fairfield, NJ 07004

Ray Santana  
Principal/Director of Special Services

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October 7, 2016

Dear Parents and Guardians,

Starting on Monday October 10, 2016, we will be adjusting our morning drop-off procedures at Churchill School.

The parent drop-off, in the morning, will now take place in the parking lot closest to the TD Bank. Parents should pull up as far as they can and stay as tight to the curb as possible so teachers can enter the lot to park. **Students are not allowed to exit their vehicles until the 8:40am bell.** Please make sure that students exit the vehicle from the passenger (right hand) side of the car. There will be a teacher present, as well as myself, to ensure the safety and well-being of our students when the 8:40am bell rings.

**If a student arrives after 8:53am, please use the main entrance circular driveway as a drop-off location, and have the student enter through the main entrance using the buzzer system.**

**In an effort to avoid backing up Fairfield Road, as well as the lots during drop-off, all vehicles will need to exit the parking lot by making a right turn only onto Fairfield Road, until 9am. Please do not attempt to make a left hand turn out of the parking lot.**

Bus drop-off, in the morning, will now take place at the main entrance circular driveway. Buses will arrive, stop, and let students off immediately. Students will enter the new gym through the outside gym door closest to the main entrance. Buses will immediately exit the circular driveway when all students are off the bus. Teachers will be present to assist the students into the building and monitor the students until they are dismissed to their homerooms at 8:40am. Students who arrive on buses after 8:40am will enter the building through the main entrance doors and report directly to their homerooms. Buses will exit the lot making a right turn only onto Fairfield Road.

Should you have any questions, or need any clarification, please don't hesitate to email me directly at [santanar@fpsk6.org](mailto:santanar@fpsk6.org). We will continue to monitor morning drop-off, and search for additional ways to improve everything we do here at Churchill School.

Thank you for your continued support and cooperation.

Warmest Regards,  
Ray Santana

Director of Special Services/Principal  
Winston Churchill School