



## Dismissal Procedure

### THURSDAYS

#### 5:50 Dismissal:

**Alef (1st) - Yellow**

**Bet (2nd) - Green**

#### 6:00 Dismissal:

**Gimel (3rd) - Red**

**Dalet (4th) - Blue**

**Hey (5th) - Orange**

**Gesher (6th/7th) - Pink**

**For families picking up multiple children, please arrive at the assigned dismissal time of your oldest child.**

**Please make sure your cards are displayed on your dashboard OR in the DRIVER side window and are easily visible.**

These points are very important and will help the process run smoothly and quickly. We thank you in advance.

#### Procedure:

- All parents will be given 4 name cards per child.
- Please enter through the Exit entrance on Northfield Road closer to North Avenue. Move through the first parking lot against the typical flow of Beth El parking lot traffic, looking for staff direction.
- A teacher/administrator will collect a card/cards from you once you are on the car line by the building and will bring your child(ren) to you.
  - If you are early to pick up your child(ren) for the 6:00 pm pick up, please back into a parking spot towards the end of the first lot with your laminated card in the driver's side window. Bekkah will tell you when your child(ren) are downstairs and will send you along the car line towards the building. Then, a teacher/administrator will collect a card/cards from you and bring your children to you.
- If there is a playdate or change of plans, **please email or call to notify us before 5:00 pm**.
  - Email: [slederman@bethelnr.org](mailto:slederman@bethelnr.org)
  - Phone: 914-235-270, ext. 247

Of course, we understand that situations arise beyond your control, as long as you communicate with us as early as possible that would be most helpful.

### For Thursday Early Pick-Ups and Walk-Ins

- **Picking up before 5:30 pm:**
  - Please park your car in one of our three designated lots and come to the Youth & Family Office with your laminated card. We cannot bring children to the front of the building or outside to your car before 5:50 pm.
- **Picking up between 5:30 and 5:45 pm:**
  - Please park your car in one of the two back parking lots, come to the Youth & Family Office with your laminated card. We cannot bring children to the front of the building or outside to your car before 5:50 pm.
- **Walking in for pick up after 5:45 pm:**
  - Please enter through the back entrance to the building on Northfield Road, park your car in one of the two back parking lots, and meet us at the red doors for regular dismissal with your laminated card in hand for quick identification.

**Remember that the direction of the car line for pick up is REVERSE from the standard in the Beth El Parking Lot.** Please refer to the attached map on the back of this paper for specifics and do not hesitate to ask Bekkah or Stephanie any questions.

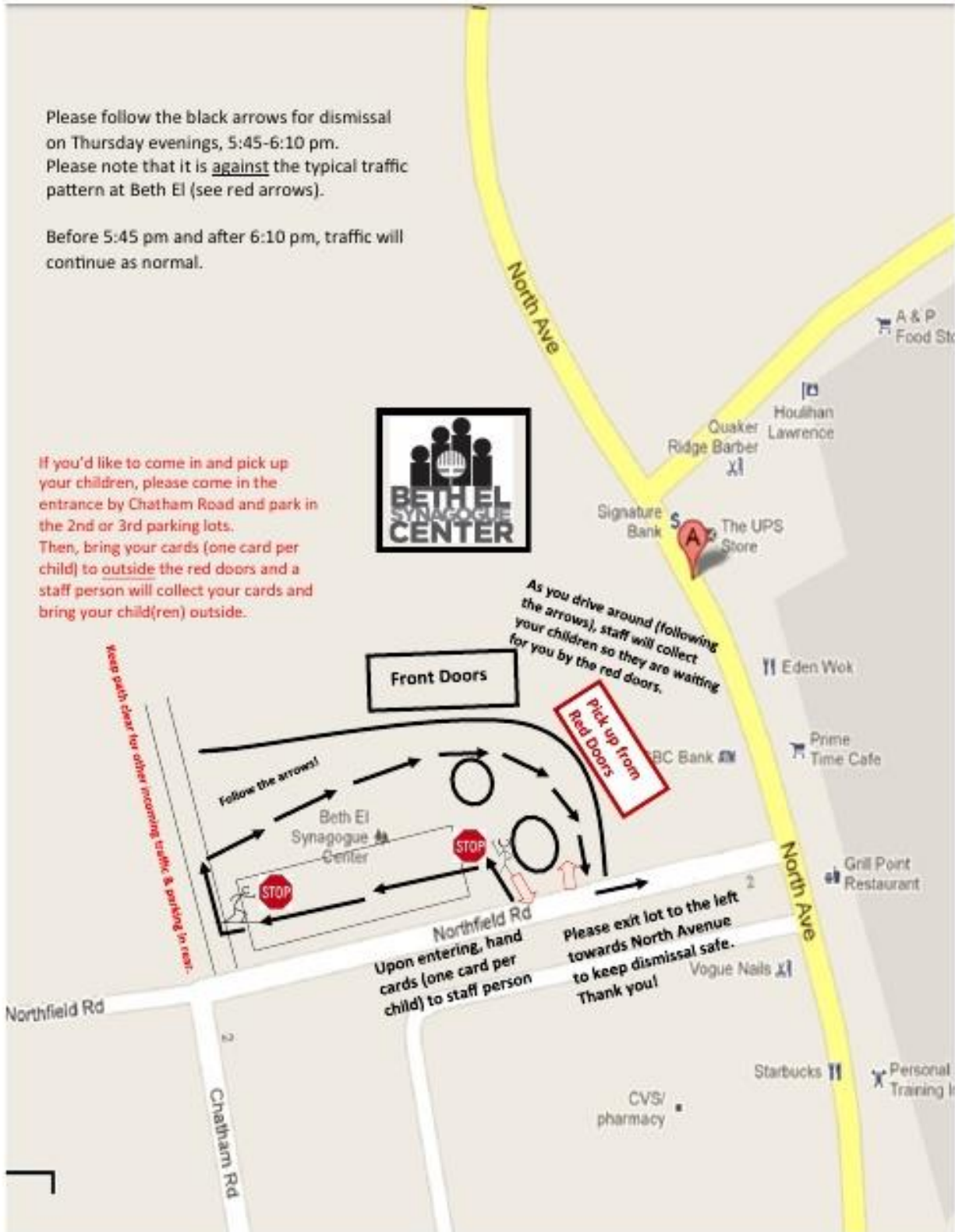
# RELIGIOUS SCHOOL DISMISSAL MAP FOR THURSDAYS 2019-2020



Please follow the black arrows for dismissal on Thursday evenings, 5:45-6:10 pm. Please note that it is against the typical traffic pattern at Beth El (see red arrows).

Before 5:45 pm and after 6:10 pm, traffic will continue as normal.

If you'd like to come in and pick up your children, please come in the entrance by Chatham Road and park in the 2nd or 3rd parking lots. Then, bring your cards (one card per child) to outside the red doors and a staff person will collect your cards and bring your child(ren) outside.



## **SUNDAYS**

**Remember that the traffic pattern remains the same as the regular Beth El traffic pattern on Sundays. Please drive up to the main front doors and make sure your cards are displayed on your dashboard or in the PASSENGER side window and are easily visible.**

**This is very important and will help the process run smoothly and quickly.**

**If you choose to walk in, please wait in the front Lobby with your cards.\***

Procedure:

- Teachers will bring students to the main lobby area and meet you there. Moadon students will be brought to the lobby at 12:00 pm as well.
- If there is a playdate or change of plans, email or call to notify us before 10:30 am.  
**\*The Gan Class will be picked up from their Classroom, Classroom 103B at 11:00 am.**  
**If Gan students are in Moadon, they will be picked up in the front Lobby at 12:00 pm.**

### **For Sunday Early Pick-Ups and Walk-Ins:**

- If you need to pick up before 11:00 and/or before 12:00 pm. Please check in with the office and bring your laminated cards, for identification.

**The safety of our students is our top priority. By following our procedures you will help us maintain a safe, orderly and efficient system.**

We thank you in advance for your patience and partnering with us.

Bekkah Gold  
Director of Youth & Family Engagement  
[rgold@bethelnr.org](mailto:rgold@bethelnr.org)  
914-235-2700, ext. 221

Stephanie Lederman  
Youth & Family Coordinator  
[slederman@bethelnr.org](mailto:slederman@bethelnr.org)  
914-235-2700, ext. 247