

# LINDEN PUBLIC SCHOOL NO. 4

1602 Dill Avenue, Linden NJ 07036

**Atiya Y. Perkins**  
Superintendent of Schools

**Dr. Marlene Berghammer**  
Board President



**Dr. Suzanne Olivero**  
Principal

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Vice Principal

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August 2023

Dear Parents and Guardians:

I hope this letter finds you well. As part of our ongoing commitment to ensuring the safety and well-being of our students, I am writing to inform you about important changes to our school drop-off and dismissal procedures.

The safety of our students is our utmost priority, and we constantly evaluate and update our protocols. Based upon feedback received from our school safety specialist, we have made adjustments to our drop-off and dismissal procedures that will take effect on the first day of school.

The following changes will be implemented:

- The rear parking lot will be closed to vehicular traffic during student drop-off and dismissal. A security gate has been installed and will be closed between the hours of 8:00 a.m.-8:30 a.m. and 2:45 p.m.- 3:10 p.m.
- When parking on the street, please be sure to adhere to all city and street ordinances. Please do not double park or block driveways.
- Please be reminded that **all** students in grades 3 through 5 must enter and are dismissed through the rear of the building. Please do not attempt to drop off in the front driveway, as this will cause additional congestion. Third through fifth grade students dropped off in the front of the building will be directed to walk around the building and enter through their assigned door. **There will be no exceptions made this year.** Please allow yourself sufficient time to ensure your child's timely arrival to school. Students must be in homeroom no later than 8:25 a.m.

We understand that these changes may cause some inconvenience, but we believe that the enhanced safety measures are essential for the well-being of our students. We appreciate your understanding and cooperation in helping us maintain a secure environment for everyone. We value your partnership in ensuring the safety of our students and appreciate your ongoing support.

Sincerely,

Dr. Suzanne Olivero  
Principal