

Dear Carroll School Families,
Welcome to the Carroll School! We are looking forward to a productive school year. The purpose of this brochure is to familiarize you to our arrival, dismissal and general procedures. At the Carroll School your child's safety is our top priority; therefore, we have taken steps to ensure that we fulfill this responsibility. We thank you in advance for your cooperation and support with the following procedures.

TRAFFIC PATTERN

Please familiarize yourself to the traffic pattern before the start of school.

🍏 Kenwood Road is a one-way, moving from Walsh Avenue toward Northend Street.

🍏 **BUSES ONLY** will be allowed to use Principal's Way.

🍏 Parking is banned on Kenwood Road from the west side of Walsh Avenue south to the entrance to the school (right side).

🍏 Parking is banned on the south side of Northend Street, in front of 61 Northend Street, to give the buses more turning room.

🍏 **There will be NO LIVE DROP OFF; we are trying to enhance pedestrian safety. Please park your car in the neighborhood and walk your child to his/her assigned door.**

🍏 Please be mindful of driveways, intersections and crosswalks. Please do not park on or in them.

The driveway to the parking lot on Kenwood Road is for Staff Parking ONLY and is off limits during arrival and dismissal.

ARRIVAL

School begins at 8:50 AM

All students are expected to arrive at school on time. Students that arrive later than 8:50 AM must report to the office to check in and will be marked tardy.

Students that take the bus to school will be dropped off on Principal's Way and the Principal or Assistant Principal will be awaiting their arrival to guide them to their classrooms. **Students must have a bus pass to ride the bus each day.**

No students should report to school earlier than 8:50 AM (unless they are eating breakfast at 8:45 AM) there will not be adequate supervision outside the building at the school prior to this time to ensure your child's safety.

DISMISSAL

School ends at 2:55 PM and children must be picked-up promptly. Please make proper arrangements.

At the Carroll, we value every minute of instructional time, therefore students will not be dismissed prior to 2:55 PM without a written request from a parent/guardian.

No student can ride a different bus to or from school other than the one they have been assigned to by the transportation office.

Parent/guardian must notify the office/classroom teacher if there are any changes in the child's routine dismissal procedures.

Again if you are picking your child up from school, please park in the neighborhood and meet your child at his/her assigned door. Children will enter and exit from the same door each day.

OTHER INFORMATION

Parents/guardians of students with legal concerns/restraining orders should see or contact Principal Murtagh.

Parents/guardians of students with medical needs should see our school nurse, Mrs. Millard.

As always, the Carroll School treats each situation with confidentiality and respect.

KEEPING INFORMATION UPDATED

Please be sure to carefully fill out important forms that are sent home with your child. If any information changes throughout the year (i.e.: phone numbers, address, etc.) please contact the main office.



ENTRANCE

After 9:00 AM, all visitors must enter at Door #1, which is on the Kenwood Road side of the building and check in at the main office.

This is for the safety and security of our children.

Thank you for your cooperation!

Carroll School IMPORTANT PHONE NUMBERS



Main Office – 978-536-4200
School Nurse – 978-536-4205
Guidance Office – 978-536-4210
Absent Call-In – 978-536-5957
Fax # - 978-536-4215