

# Robert Erskine School

88 Erskine Road, Ringwood, NJ 07456  
Phone: 973-962-7026 / Attendance Line 973-962-9186

## ATTENDANCE TIMES

### **REGULAR SCHEDULE**

8: 45AM – 2: 50PM	Full Day Absence
8: 45AM – 10: 15AM	Tardy
8: 45AM – 11: 45AM	½ Day Absence AM
11: 46M – 2: 50PM	½ Day Absence PM
1: 16PM – 2: 50PM	Early Departure

### **EARLY DISMISSAL**

8: 45AM - 12: 50 PM	Full Day Absence
8: 45AM - 9: 45 AM	Tardy
8: 45AM - 10: 45 AM	½ Day Absence AM
10: 46AM - 12: 50 PM	½ Day Absence PM
11: 35AM - 12: 50 PM	Early Departure

### **DELAYED OPENING**

10: 15AM – 2: 50PM	Full Day Absence
10: 15AM – 11: 30PM	Tardy
10: 15AM – 12: 30PM	½ Day Absence AM
12: 31PM – 2: 50PM	½ Day Absence PM
1: 30PM – 2: 50PM	Early Departure

Students who arrive between 8: 45AM and 10: 15AM will be considered tardy.  
Any combination of five (5) tardies or early departures will constitute a full day absence.  
Arrival after 10: 15AM or departure before 1: 15PM will constitute a half day absence.

## **DROP-OFF / PICK-UP TIMES AND PROCEDURES**

### **On-Time Drop-Off 8:20AM - 8:45AM**

Use the all-purpose room door near the flag pole. School staff will be at the door.

### **On-Time Pick-Up 2:50PM**

You must send a note to school with your child in the morning and sign him/her out when leaving. Use the mural entrance, nearest Erskine Rd.

### **Late Drop-Off / Early Pick-Up**

For all drop-offs and pick-ups that are outside of the times noted above, you must go to the office to sign your child in or out. For early pick-ups, you must send a note to school with your child in the morning, and sign him/her out when leaving.  
Use the mural entrance, nearest Erskine Rd.