



## Arrival and Dismissal Changes in Procedures Beginning Monday February 13, 2017



### ARRIVAL:

Please remember that our teachers are busy in the morning getting prepared for the day. Although we strongly encourage active parent participation, it can be a distraction to teachers and students when parents arrive before the start of the day or are walking their children into their classrooms. Beginning on Monday February 13, 2017 the following procedures will be in place:

- Parents who have scheduled meetings with teachers before school will need to stop at the Greeter's desk or main office before proceeding to the classrooms.
- All parents dropping their students off at arrival or in the event of the tardy will drop their child off at the greeter's desk and the student will walk to their classroom

### DISMISSAL:

Please remember that if you are picking your child up from school you should either send in a note in the morning or place a phone call to the office **BEFORE 2:30 pm**, unless it is an emergency.

In the event you are unable to notify the school before 2:30 that you will be picking up your child you will need to come into the school and sign out at the greeter's desk. Phone calls into the classroom for dismissal will not happen after 2:30. You will need to remain at the Greeter's desk and wait for dismissal time when we will then get your child off of their buses. This will eliminate multiple phone calls into the classrooms during instructional time.

Thank you for your anticipated support with our changes. Eliminating distractions and disruptions in the classroom will help ensure your child continues to receive the best academic instruction from our teachers!