



February 2008

Dear Parents:

In continuing to address the Safety Needs of all of our students, our Shared Decision Making Team has been revamping the parental pickup aspect of our dismissal procedure.

Beginning February 11, 2008, we ask that all parents who plan to pick up their children adhere to the following procedure...

1. Parents/Guardians picking up prior to 2:40 PM should continue to proceed to the Main Office to sign your youngster out. At 2:40 PM the sign-out book will be moved to the cafeteria. (We encourage all pickups to be at the end of the school day (2:55 PM) to provide the maximum amount of instructional time for all of our students.)

2. Parents/Guardians picking up after 2:40 PM will now meet their children in the cafeteria. Mrs. Kramer and two aides will be located in the cafeteria to facilitate this pickup process. All parents picking up their children will enter the building through the outside cafeteria door. No child will be dismissed unescorted into the parking lot. *If you are picking up your child unannounced for an unexpected reason, please phone the school ahead at 203-3630 so that we can notify your child to report to the cafeteria.*

3. By using this new location, we will be able to provide enhanced supervision during dismissal and ensure the safest environment for our students. In addition, this will lessen the congestion in the main hallway of the school during dismissal.

4. The main parking lot doors will continue to be locked during dismissal and the only open entrance will be the outside cafeteria door.

Please Note: At the end of the day, should you need to check the PTA mailbox, leave a note for a teacher, or see staff in the Main Office; please conclude your business and then walk through the Parking Lot to the Cafeteria door if you are picking up your child.

Our goal is to ensure the safest environment for our children. We believe that this revised procedure will provide for the smoothest dismissal. Should you have any questions, please don't hesitate to call me.

Sincerely yours,

Adam D. Winnick
Adam D. Winnick
Principal