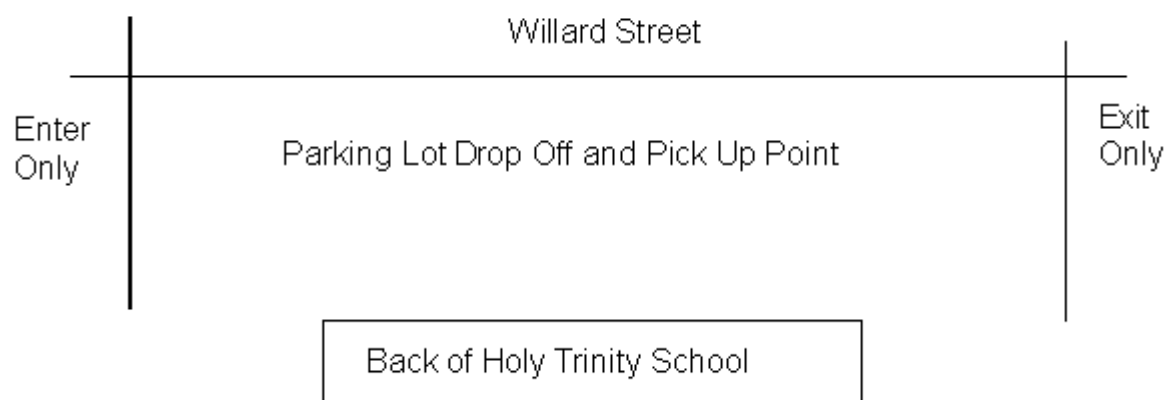


IMPORTANT NOTICE—PLEASE READ



Dear Parents,

For the safety of our students, we will continue the procedure of arrival and dismissal times for ALL car riders in the BACK PARKING LOT of the school. (grades K – 8)

In the mornings, the teachers will be in their classrooms waiting for both car riders and bus students to arrive. Please do not drop your children off before 8:05 a.m. ALL car riders must wait in the front hallway until the first bus arrives and the principal dismisses them.

Please enter the parking lot from Bland Avenue. Pull up to the school doors for drop off. Please remain in your car as you drop off your child and then follow the arrows and exit on Hill Street. This allows the cars behind you to rotate to the drop off point. (see map)

This same procedure will be used for picking up your child(ren). The car riders will be lined up and ready to depart at 3:15 p.m. **from the primary side back door.(southeast door)** The teacher on duty will help lead the students to the proper cars. I am sending home two laminated cards with your child's last name on it. Please hold this card up as you approach the building. We can then have students ready to go. If you need more cards, please let me know. We will be happy to make them. Please remember to stay in your car in line in order to keep traffic flowing through the parking lot.

For the parents who prefer to park, continue to park in the middle of the lot, but PLEASE COME UP TO THE DOOR to get your child(ren). In this way we do not have young students walking between cars to get to you.

Please use this routine daily and be sure to alert your other drivers(i. e., grandparents, baby-sitter...) of this procedure.

Thank you,

Mrs. Radke