September 2024

Dear Parents/Guardians:

Welcome to a new school year. Transportation is provided, however, if you are dropping off or picking up your child, please follow the procedures below:

* The north side drop off loop will be used for student drop off in the morning. Students may be dropped off, using this loop, between 8:35am and 8:55am. **No students should be dropped off prior to 8:35am as there will be no supervision.**

* If you are bringing your child to school after 8:55am, you will need to park in the parking lot and report to the main office to sign your child in. **Please remember that the bus circle is** **also a fire lane and should *NEVER* be parked in.** The adult transporting the student mustsign the student in; students should not be entering the main doors alone.
* The north side loop will also be used for end of the day pick-ups beginning at 3:25pm each day. You will stay in your vehicle and your child will meet you there. **We ask that you either send in a note or call the main office by 2:00pm to ensure your child is on the “Pick-Up List.”**  If you plan on picking up your child every day, please let the main office know.
* If your child needs to leave prior to the end of the school day, please use the main office entrance to sign him or her out. **Please note that for the safety of all students, unless you have called ahead or sent a note in with your child NO Students will be called to the office after 3:05pm. You must use the parent pick-up loop after this time.**
* Please remember to bring photo ID when signing out students.

* Our Dismissal time this year will be 3:35pm.

Dawn Cooley

Principal