

October 2, 2006

Dear Parents,

Here is the drop-off policy that we have for our preschool and elementary students:

- 6:30-7:45 a.m. ~ All students must enter through Mrs. Wylie's classroom for early care.
- All main entrance doors will be opened at 7:45 a.m.
- All students K3 - 6th grades should enter the **main entrance doors**, the double glass doors in the center of the building.
- Parents *may* escort their children to class between 7:45 & 7:55 a.m.
- At **7:55 a.m.** when the first bell rings, all **parents should begin exiting the building** so that teachers may begin their class promptly at 8:00 a.m.
- All entrance doors will be locked at 8:00 a.m. and you must enter through the school office and sign your student in.
- Parents will not be allowed to escort their children to class after 8:00 a.m., except K3-K4.

If you have any questions regarding these procedures, please feel free to contact me. I will be happy to answer any questions. Thank you for your help and understanding with this matter.

Sincerely,

Mr. Joel Dupree
Assistant Administrator