Dear Parents:

If/when there is a change in your child’s regular dismissal plan, please be sure to send a note to school with your child. If/when you need to communicate a change of transportation during the school day, please be sure to call and speak directly with the office staff. Please do not send an email or leave a voice mail in case I am not in the building on that day.

The office staff will be asking you a variety of questions to fully understand the proper dismissal of your child. They want to make sure they have and understand the correct information to relay to me, the teacher, and to your child. You will then be required to park your car, come in the school by 3:20, and sign out your child. We will then have your child come to the office at the 3:30 bell to leave with you.

While this may be a minor inconvenience, it is purely a safety measure for your child.

Thank you for your understanding and cooperation.

Respectfully,

Mrs. Drop