



FAIRFIELD PUBLIC SCHOOLS

Mimi Maniscalco
Principal

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August 24, 2016

Dear Families:

In order to ensure the most efficient, pleasant, and safe environment for Dwight, we would appreciate your continued adherence to the following procedures:

Arrival: School Doors Will Open for Students at 8:45 A.M.

- Do not drop-off your children before 8:45 A.M. as there is no supervision available until that time.
- If you drop-off your children in the rear loop, please remain in your vehicle—there are staff members on hand to assist students entering the building.
- Do not allow your children to exit on the driver's side of the vehicle as it creates a safety hazard.
- If you plan to walk your children up to the building, park your car in the parking lot-- do not get into the drop-off line.
- Students arriving on buses will enter through the front doors at 8:45 A.M.

Late Arrival: Students Arriving to School After 8:55 A.M.

- **All school doors are locked after 8:55 A.M.** Staff supervision in the rear loop ends at that time.
- Parents must ring the front doorbell and a staff member will let you into the building. Students must be escorted to the main office to be signed in and obtain a late pass.
- **Please do not drop-off your children at the curb to walk into school alone.** Families that allow their children to enter the school late without parent/guardian accompaniment will be contacted by me to ensure adherence to this policy.

Early Dismissal Days

- All students, including kindergarten, are dismissed at 1:40 P.M. on early dismissal days.

Leaving School Early/Alternate Dismissal

- **Students must bring a note if they are to be signed out of school early or to have an alternate dismissal at the end of the school day.** All student notes are retained in the office for reference at dismissal. Please be sure your child's note includes the following: **Your child's first and last name, classroom teacher's name and the name of the person picking up your child.**



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- If you pick-up your child during the school day, you must stop in the office to sign him/her out and the office staff will then call your child down from his/ her classroom.
- **Please do not use e-mail to communicate dismissal changes.** As we occasionally experience mail system outages, we cannot count on this method of communication as an effective way to manage the dismissal process.
- **We will only accept alternate dismissals over the phone or via e-mail in the event of an emergency.** We will not accept changes in dismissal after 2:30 P.M. unless I approve it. We do realize that there are times when emergencies occur and will try to accommodate those requests as they arise.

Winter Weather Attire for recess

- Coats, hats, boots, and mittens are essential for outdoor play during the winter months. Students must have **boots and snow pants** if they want to play in the snow--otherwise they will only be allowed to play on the blacktop.

Thank you for your cooperation in ensuring that we have a safe school environment.

Sincerely,
Mimi Maniscalco