



Dwight Elementary School

2012 National Blue Ribbon School

1600 Redding Road
Fairfield, CT 06824



Mimi Maniscalco
Principal

September 24, 2015

Dear Families:

Phone: (203) 255-8312

Fax: (203) 255-8201

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 loops 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:

- 1. Your Child’s First and Last Name**
- 2. Classroom Teacher’s Name**
- 3. Name of Person Picking up your child**

- If you pick-up your child during the school day, you must stop in the office to sign him or her out and the office staff will then call your child down from his or 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 to be 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 we 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 for the entire Dwight community.

Sincerely,
Mimi Maniscalco