



September 13, 2017

Dear Families:

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

Arrival: School Doors Open at 8:45 a.m.

- Drop-off for students is at 8:45 a.m. There is no supervision available before that time.
- If you are dropping off your child in the rear loop, please remain in your vehicle. There are staff members on hand to assist students entering the building.
- Have your child exit on the passenger's side of the vehicle to ensure safety.
- If you plan to walk your child up to the building, please park your car in the parking lot and walk to the front door.
- Students arriving on buses will enter through the front door 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. and staff supervision in the rear drop-off loop will end.
- Please ring the front doorbell and a staff member will let you into the building.
- Escort your child to the main office to be signed in and to obtain a tardy slip.

Early Dismissal Days

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

Leaving School Early/Alternate Dismissal

- Students must bring a note if they are being signed out of school early or are having an alternate dismissal at the end of the school day. Student notes are retained in the school office for reference at dismissal. Please be sure your child's note includes *the date, your child's first and last name, classroom teacher's name and the name of the person with whom they are leaving.*
- If you pick-up your child during the school day, stop into the office and sign him or her out. 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. You may drop a forgotten note on the OOPS cart located at the front doors of the school. Please ring the doorbell to let the office staff know that the note is there and any other forgotten items
- **We will accept alternate dismissal plans over the phone or via e-mail in the event of an emergency.** We cannot accept changes in dismissal after 2:45 p.m.

Winter Weather Attire for Recess

- Coats, hats, boots, and mittens are essential for outdoor play during the winter months.

Thank you for your cooperation in ensuring a safe school environment for the entire Dwight community.

Sincerely,

Mimi Maniscalco