August 1, 2016

Dear Parents/Guardians,

This is your notification of a change in after-school pick-up procedures at East Derry Elementary School for the 2016-2017 school year.

It will be important for the following to be closely adhered to in order for the process to be implemented smoothly.

- Send a note to school with your child the day the child is to be picked-up. The note must include your child's name, grade level, and the person who is picking up your child. ***Calling the office is reserved for emergency situations.*** When a note is sent, the teacher is aware in the morning that the child is a pick-up and can prepare accordingly for the end of the day procedures.
- Only those individuals listed on the child's Emergency Contact Form will be permitted to pick up the child.
- Photo identification may be requested prior to releasing a child.
- Parents/Guardians will continue to file into the parking lot in two continuous rows and exit as quickly as possible to keep the traffic flow moving.
- All students will need to be signed out at the door before being released to the adult. A staff member will be present at the door with a sign-out sheet.
- The end of the day student pick-up time is 2:55. Students will not be dismissed prior to the busses exiting the school.

Our intent is to keep our children accounted for and safe during dismissal.

If you have any questions, please contact the main office.

Sincerely,

Mr. O'Donnell

Principal