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Brian J. Butera
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2023-2024 School Term

Dear Parents,

SCHOOL BEGINS PROMPTLY AT 8:30 A.M.

Students may be dropped off between **8:00 and 8:30 A.M.** (PK-3rd graders at the Sylve Road entrance; 4th-8th graders at the Thompson Road entrance). Any student arriving after the 8:30 bell **(without a medical excuse from the Doctor's office)** is tardy. Tardy students **must receive a tardy slip from the office** before they report to class. A teacher's record is kept of the number of times a student is tardy. **Pupils who are tardy four times in one quarter will be given a detention.**

Pre-kindergarten and kindergarten pupils will be dismissed at 2:15. First and second grade students will be dismissed at 2:25. Third grade students will be dismissed at 2:35. Therefore, if you have a child in the lower elementary, PK-2 only, you should not arrive before 2:15; if your child is in third grade or the upper elementary (4th-8th grade), please do not arrive before 2:35. Perchance you have children in both upper and lower sections, please time your arrival to coincide with the dismissal of the upper elementary student. Children remaining for after-school care will be dismissed at 3:15 to designated classrooms. Before and after school care will be available from 6:30 A.M. to 8:00 A.M. (must drop off at the Thompson Road entrance) and from 3:00 P.M. to 6:00 P.M. The charge for both before and after school care will be \$4.50 per hour. **However, the charge for students in detention is double the amount of the normal before and after school care fee (\$9.00 per hour).** On bad weather days all times will be pushed up ten minutes. Should any emergency arise (hurricanes, extremely bad weather, etc.) please tune to television station WWL channel 4, to our school web site, or to our Parents' Club website or Facebook page for any announcements. Canvas messages may also be sent.

If your child is in Grade 3 or below, the form below or a facsimile must be completed in duplicate. Return one copy to the school, and please see to it that your child **wears** the other on his/her person through **Friday, September 1st**. In order for your child to be directed to the proper room in the morning, it is of paramount importance that you adhere to the aforementioned. Thank you.

NOTE: The car pool line tends to be very long for the first two weeks of school, until the children get into a routine. Please be patient—it will improve!

NAME _____
(Please Print)

GRADE _____ TELEPHONE #'s Home: _____

Cell: _____

PLACE CHECKS WHERE APPLICABLE OR FILL IN THE BLANKS:

1. I go home with my parents, and I am to be dismissed at 2:15 ____ 2:25 ____ 2:35 ____.
2. I go home with an older brother or sister in Grade ____ and am to be dismissed at ____ P.M.
3. I am to be dismissed at 3:15 for after-school care _____.