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Brian J. Butera  
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Assistant Principal

**2019-2020 School Term**

Dear Parents,

**SCHOOL BEGINS PROMPTLY AT 8:30 A.M.**

The lunch program will begin on the first day of school. Information about the school lunch program is available on our school web site and will also be sent home during the first week of school.

Students may be dropped off between **8:00 and 8:30 A.M.** (PK-3<sup>rd</sup> graders at the Sylve Road entrance; 4<sup>th</sup>-8<sup>th</sup> 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. Additionally, tardy students are to bring their lunch to school.** Lunch orders are not taken after the 8:30 bell has rung.

Pre-kindergarten and kindergarten pupils will be dismissed at 2:15. First, second, and third grade students will be dismissed at 2:25. Therefore, if you have a child in the lower elementary, PK-3 only, you should not arrive before 2:15; if your child is in the upper elementary (4<sup>th</sup>-8<sup>th</sup> 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 the sixth grade 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 6:30 P.M. The charge for both before and after school care will be \$3.50 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 website, or to our Parents' Club website or Facebook page for any announcements.

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 6<sup>th</sup>**. 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.

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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. 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 \_\_\_\_\_.

**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!