Dear Parents and Guardians,

I feel we have had a wonderful first couple days of school. Students were excited to get to their classrooms and learning has already begun. Yesterday, students learned the common expectations for hallways, stairways, restrooms, drinking fountain, playground and cafeteria. Many of them already knew the procedures and routines if they were here last year. Below is a reminder about drop off for school. Please make sure you understand them. It is important that we all follow the same procedures for drop off to ensure the safety of all students.

* Student drop off time is 7:50-8:15. Do not drop off before this time or after this time. There are no teachers on duty outside before this time or after this time.
* Students arriving from 7:50-8:00 are to line up on the A, B,C and D lines by the main entrance to ensure they are supervised by an adult and proceed to the gym for breakfast safely. Once all lines have gone, students arriving later will be dropped off in the drop off lane and walk on the sidewalk into the gym for breakfast.
* The drop off lane is for parents that are driving through to drop off their kids and go.
	+ If you want to walk in with your kids, you must find a parking spot.
	+ Drop off lane is for drop off only, please do not park in the drop off lane.
	+ Having kids cross the street is unsafe. If you wish to park on the street, make sure it is not in a no parking zone and you MUST walk your kids across the street. If you are pulling over on the street and letting your kids out, you will be asked to use the drop off lane.
* At 8:15, the gym door automatically locks. Students arriving after 8:15 MUST go through the main office doors on the south side of the school. When this door locks, there will be a RED FLAG hung by the gym door letting parents and kids know it is locked. After 8:15, ALL students need to be checked in by a parent. Please do not just drop your student off.

All information will be sent electronically this year, so if you have not given a valid email or phone number, you may miss out on important information from the office and the teachers.

Thank you for a wonderful start to the school year, if you ever need anything or have any questions or concerns, please stop in, email or call.

Jill Burke-Principal

515-242-8413

Jill.burke@dmschools.org