

### A note from the Office of the Superintendent

#### Elementary Schools K-5 dismissal times are as follows:

**3:15 - Monday, Tuesday, Thursday, Friday**

**2:35 - Wednesday**

**12:55 - Scheduled early dismissal days**

**For those families providing after school transportation please understand that staff will not release your student prior to the scheduled time listed above.**

#### Changes / Updates to Elementary Dismissal Policies:

Your children are our number one priority and your help is needed to ensure that all students get home safely each and every day. There has been an increase in telephone calls from parents requesting dismissal changes without written notification. If you know your child will have a change from their ordinary dismissal procedure, please send a note in stating the change. Starting next week, Monday, January 27th, for any dismissal changes a written note must be provided to your child's teacher which will then be placed on file in the office. **This written note must be submitted prior to 1:30 PM on a regular dismissal day. On Wednesday or any other early dismissal day, the note must be received no later than 11:00 AM.**

The end of the day is very busy time in the school's main offices. The office staff (Ms. Taylor and Mrs. Bernardi) are responsible for keeping track of all changes in dismissals for your children. They must make sure the message gets to the teacher in enough time to let your child know. Notification must also be communicated to the bus company who then needs to communicate these changes to the bus drivers in a timely manner. **Having the notes sent to the office in the morning helps ensure a smooth dismissal for all students. The school's front offices will be closed to visitors from 2:50 - 3:20 (Monday, Tuesday, Thursday & Friday) and from 2:20-2:50 (Wednesday) to ensure a safe school dismissal for all students.** The office staff is an integral part of the school dismissal procedure, therefore, please understand that there will be limited ability for them to receive phone calls during that time. Call in dismissal changes should be reserved for absolute emergencies.

Thank you in advance for your assistance with ensuring a safe and timely daily dismissal at our elementary schools.

Sincerely,



Joseph A. Olzacki, Ed. D.  
Superintendent of Schools