

Salt Brook Elementary School

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Dear Salt Brook Families,

What a fabulous opening to the school year! It has been wonderful to see our hallways filled with smiling faces, excited students, and so much energy. Our students have been absolutely amazing as they settled into their new classrooms, learned new routines, and got the school year off to such a wonderful start!

A special thank you to our incredible PTA for helping make the first day so special. The balloons, the signage, and, of course, our Salt Brook Tiger brought so many smiles to our students as they arrived!

As we continue settling into our routines, I wanted to share a few important reminders and updates:

Morning Arrival

During morning line-up on the **upper playground**, please remember that parents/guardians should remain **behind the red lines**. This helps us maintain clear areas for our students and allows our staff to safely supervise and prepare for the start of the day.

We are also dividing the dismissal lines by grade level to help make the end-of-day transition as smooth and organized as possible. Please follow the designated line locations below during **afternoon dismissal**:

- **Kindergarten Parents:** Please stand behind the red line closest to the front of the building.
- **2nd & 3rd Grade Parents:** Please stand behind the red line closest to Willow Street.

Please **do not stand at the back of the playground** so that we can keep the center area clear and maintain a smooth flow of students and teachers.

Once you have your child, please **begin moving away from the dismissal area**, as this will help reduce congestion and allow other families to safely and efficiently meet their children.

Teacher's Parking Lot

We have also noticed that some parents have been entering the teacher parking lot during arrival. As noted in my welcome letter, parents should not enter the teacher parking lot. The only exception is for families dropping children off for Before Care, Band, Orchestra, or Enrichment Chorus. These families may enter the teacher parking lot before 7:30 a.m. only.

Parking on Maple Avenue

Please also note that **parking on Maple Avenue directly in front of the school is prohibited**, as these spaces are assigned to our teachers and staff. Please click [here](#) for a visual reference of the specific area.

Forgotten Items

We have noticed some forgotten items, particularly **water bottles!** We know that mornings can be busy, so we encourage families to establish a few simple routines to help children remember what they need each day.

A few helpful tips:

- **Pack the night before:** Have your child pack their backpack and place their water bottle next to it before going to bed.
- **Create a morning checklist:** Include essentials such as backpack, **water bottle**, lunch, and anything needed for the day.
- **Use a designated spot:** Keep your child's water bottle in the same place at home every night.
- **Make it your child's responsibility:** Before leaving the house, encourage your child to do one final “backpack and water bottle check.”

Drop-Off Lane Safety

For everyone's safety, **bikes should not be ridden in the drop-off lane to drop off children.** Please walk bikes on the walkway once you arrive at school and use extra caution around moving vehicles and pedestrians.

Thank you for helping us establish safe and successful routines from the very beginning of the school year. **As we settle into these routines, the administrative team will be monitoring them to ensure they are as safe, efficient, and effective as possible and will make adjustments as needed.** We are so excited for all that this year has in store and are incredibly grateful to have such a supportive school community!

If you are unsure of any procedure, please refer to our one-page [Quick Reference Guide!](#) Have a wonderful weekend!

Sincerely,



Natasha Allen