

Dear Parents:



Change in end of day plans

If you need to make a change of plans during the school day, please call the office by 2:45 PM to ensure your student receives the new pick up information. For safety reasons NO end of day changes will be made after 2:45PM. When calling the office please be prepared to provide the following information:

- Child's full name
- Teacher's Name
- Name of who will be picking up your child
- Bus Number & address where your child will be getting off

PLEASE DO NOT PICK YOUR CHILD UP IN THE OFFICE BETWEEN 3:00-3:30 P.M. UNLESS IT'S AN EMERGENCY. Cars backing out of parking spaces during afternoon student pick-up compromise the safety of your children.

Drop Off-Pick Up Procedures for car riders

The designated place to drop-off and pick-up students is the elementary entrance. Parents are to pull up between the yellow lines and drop-off/pick-up in an orderly manner. PLEASE PULL UP TO THE CAR IN FRONT OF YOU. DO NOT PULL OUT AND DRIVE AROUND THE CAR IN FRONT OF YOU AFTER DROPPING OFF OR PICKING UP YOUR CHILD. If you wish to walk your child into the building, please park in a designated parking space. **Student Drop-off between 8:20-8:30 - DO NOT DROP OFF YOUR CHILD BEFORE 8:20 A.M.**

Walkers Procedure

Student walkers will be released through door 17 on Third Street at 3:45 P.M. Do not park and pick up your child on 3rd St. We have asked the West Alexandria Police Department to monitor illegal parking. If your child is a car riders you are to follow the pick-up procedure listed above. Our goal is to provide a safe pick-up and drop-off procedure for all our students.

Thank you for your continuing support,

Ms. Patti Holly

Principal

