



Shamona Creek Elementary School

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Mr. Robert A. Reed Jr. - Principal

September 2009

Dear Parents and Guardians:

The following excerpt is from our Parent Handbook, pages 8-9, and describes our arrival to school procedures. We understand that many situations arise for families that create difficulties in the morning hours. However, we need your cooperation and understanding that supervision for child arriving to school before 8:30 is simply not possible. We are asking that you please do not drop off your child to school before 8:30 unless a scheduled activity is taking place – band, chorus, clubs, et cetera.

ARRIVAL AND DEPARTURE:

Unless students are attending a scheduled activity such as band, chorus, etc., **they are not to arrive at school prior to 8:30 A.M. nor remain after school has been dismissed. Please do not drop off children prior to 8:30 A.M.** Students are not supervised before 8:30A.M. Please plan your schedule accordingly.

School Hours:

School officially begins at **8:55 A.M.** Students arriving after that time are considered late and should report to the office. The school day ends at **3:20 P.M.** Morning kindergarten session begins at 8:55 A.M. and ends at 11:40 A.M. and afternoon session begins at 12:35 P.M. and ends at 3:20 P.M.

Supervision:

A teacher has been assigned to supervise the children in the multi-purpose room from 8:30 A.M. to 8:45 A.M. Students arriving after 8:45 A.M. may go directly to their classrooms. **Students or parents are not to enter the classrooms when the teacher is not present.** Students must wait in the hallway by the classroom door until the teacher escorts them in. In the afternoon, teachers are assigned to supervise the dismissal of bus students until the last bus has departed.

Thank you for your cooperation.

Sincerely,

Robert A. Reed Jr.
Principal