

August 2019

Dear Parents,

Welcome back to Maugham School! The first day of school is Tuesday, September 3<sup>rd</sup> - Below are a few items I wanted to highlight regarding drop off/pick up before the first day.

**Please read carefully the drop-off/pickup directions specified below so that you are fully prepared to implement our process on the first day of school.**

The area along the school building on the western side of Magnolia Avenue beginning at a point located 150 feet north of Sisson Terrace and ending at a point located 330 feet south of Prospect Terrace is our drop-off/pick-up zone and **no parking is allowed in that area from 7:30 AM to 9:00 AM and from 2:30 PM to 4:00 PM on school days only. Please also refrain from parking in the teachers' parking lot.** A few parking spots are available on the opposite side of the street.

#### Drop-off

Please drop off your child south of the school driveway and move on. We ask that parents be efficient in saying their Good-Byes. Five seconds per car is a reasonable amount of time to accomplish this mission. **You may not, at any time, leave your car unoccupied in that area.** If your child needs your assistance gathering their belongings and getting out of the car, it is best if you park in the designated areas and walk your child to where they need to line up. If you need to come into the school for any reason in the morning, please drop off your child, park your car in another location and walk to the school. Police officers may be on hand to guide parents in this process during the first few weeks of school. **No cars are allowed in the school driveway at any time.** **Please be mindful of our Maugham neighbors by not blocking their driveways.**

**There is no supervision before 8:20**, so please do not drop your child off before then. When your child is dropped off, they will proceed to a designated area (listed on the next page) where they will wait with their classmates until 8:30 AM, at which time teachers will come to the designated door to collect their classes. If your child's class has already gone inside, your child may enter through the front door and proceed to their classroom.

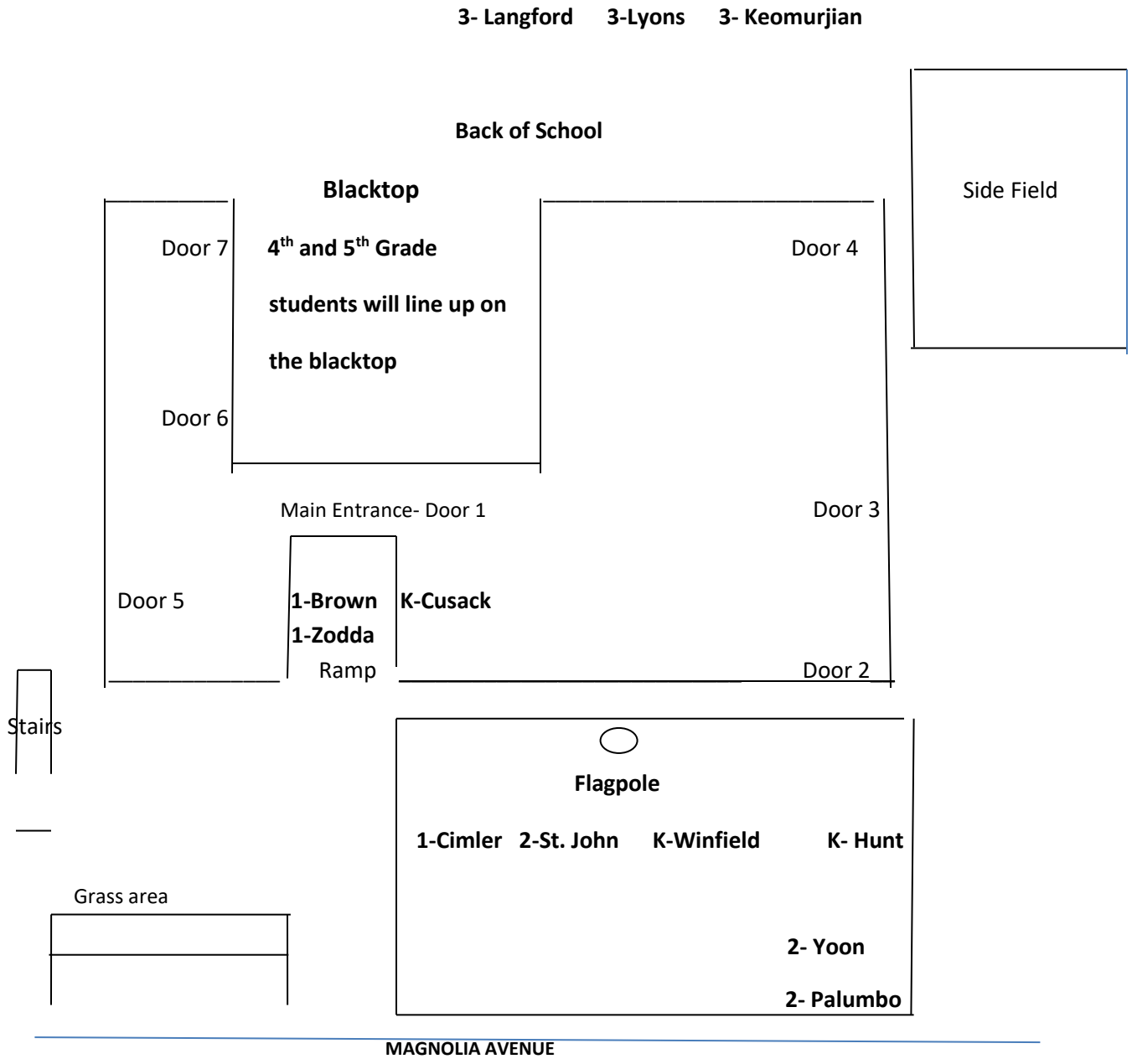
\*For the first few days of school all teachers will greet students outside by their line up spots.

#### Pick-up

All children will be dismissed in the front, side or back of the school. Parents who choose to pick up from the curb **must wait in their cars for their child/children to arrive.** Please be aware of the cars in front of you. If a car in front of you leaves, move up in the line and continue to do so if necessary. Last year we had too many parents trying to arrange play dates on the carpool line and that does impede the flow of traffic. Parents who wish to pick up their children on the grass, in front of the school, may do so by parking their cars in a different location and proceeding on foot to the front of the school. It is recommended that parents of kindergarten and 1<sup>st</sup> grade students consider parking elsewhere and walking to the front of the school to collect the students. **Most importantly please discuss your particular pick-up arrangement at length with your child before school so that there is clarity as to your meeting point.**

Designated Door and Student Line Up Before School

Please look carefully to see where your child’s designated line-up spot is. The first few weeks of school there will be cones outside with each teacher’s name clearly labeled designating the line-up spot for the year.



While this may seem confusing at first it will become rapidly clear to students as teachers will practice lining up at these gathering places with students over the first few weeks of school.

Parents are more than welcome to escort their child to their designated cones and wait with them until their teachers come out to get them. **We do, however, ask that you say your good-byes outside of the school building.** It is important for students to get adjusted to the school routines independently from the first day. Our teachers are very aware of separation anxiety, especially with our little ones, and take extra care in ensuring a smooth transition to begin the new school year.

Best Regards,

*Dr. Jen Ferrara*

Principal