

October 23, 2006

Dear Parents,

We have a bell at the front entrance of school. Please ring the bell and wait for someone to answer. The school door will be open from 7:40 A.M. to 8:05 A.M., lunchtime, and dismissal 1:50 P.M. to 2:15 P.M., and at all other times you will need to ring the bell. When you enter or leave the school, please be sure to firmly close the door so the lock will be in place.

Pre-School and Kindergarten students will continue to use their classroom doors. The After School Program will be in the Pre-School room from 4:00 to 5:00 P.M. Please use the Pre-School side door to pick up your child.

Please remember to sign in and out at the office. Many are very good about remembering so this is a reminder for everyone: **When you come into school to sign in and when you leave list the time you left.** This is just another way to continue to keep our children safe during their school day.

We have had many requests about using our website for newsletters, basketball practices and games, hot lunch forms, etc. Parents feel that forms will get home, dates and information will be current and easy to refer to and not worry about misplacing the information. We will begin in November to post the monthly newsletter, other forms or information needed as well as the hot lunch form and basketball schedules.

If you would still like to receive this information in paper form, we will supply it. I'd ask each family to complete the form below indicating which way you would like to receive all school information, and let us know by Thursday, October 27th, so the list can be organized.

FAMILY NAME _____

_____ I WOULD LIKE TO RECEIVE ALL NOTICES IN PAPER FORM.

_____ I WILL USE THE SCHOOL WEBSITE TO READ THE NEWSLETTER AND RECEIVE ALL NECESSARY FORMS AND INFORMATION. A LIST OF WHERE THINGS WILL BE POSTED WILL BE SUPPLIED TO YOU.

PARENT SIGNATURE _____