

ALERT! ALERT! ALERT! ALERT! ALERT!

August 25, 2009

Dear Parents and Guardians,

We would like to remind you of our pick-up policy for students who are walkers. Some of our staff are new and do not know many of the families in our building; however, we are very concerned about the safety of **all** our students and staff members at Sunnyside School. We are committed to keeping everyone in our community safe from the many dangers in today's society, and want our building to be as secure as possible for everyone's safety. We know that you want the same thing.

In order to help accomplish this goal, we are asking parents, guardians, relatives, and/or caretakers to follow this pick-up policy for walkers:

1. Those picking-up students are being asked to wait outside the school doors, in order to give sufficient space in the hallways for students to safely move through the building without crowding and to be dismissed in an orderly manner.
2. The end of the day is very important to the students. Many directions are given by staff members for homework and reminders to help students develop good study habits and organizational skills essential for success in school and life. We are asking that you do not ring the doorbell. The students walking home will be dismissed at 3:25 P.M.
3. If you **occasionally**, find it necessary to pick your student up early, please notify the office by note or phone. When calling please allow adequate time for us to prepare your child for leaving. You will need to come into the building to the office to sign out your child. For safety reasons, your child cannot be released to anyone who is not listed on his or her emergency card.

MORNING DROP OFF

Students are to arrive at 8:40 A.M. Supervision is available at this time. Please do not drop your child off earlier. There will be no supervision. Please pull up to the chain and a teacher will escort your child out of the vehicle to the playground. Students line up on the playground and wait for the 8:45 A.M. school bell.

We welcome parents, however during morning drop off please drop your child off at the playground or at the door and we will safely escort your child to his or her classroom. This will allow us to safely monitor visitors in our

building. If you would like to visit your child's classroom stop by the office to sign in and receive a visitor's pass. It is suggested that you arrange your visit in advance with the teacher or the principal.

DISMISSAL PROCEDURES FOR WALKERS

Kindergarten and First Grade classes will be dismissed by teachers and may be picked-up at the **west school doors** by the Kindergarten and gymnasium.

Second through Fifth Grade classes will be dismissed by teachers and may be picked-up at **the front and center, main school doors**. They may then walk to pick-up siblings or other family members by their respective doorways.

DISMISSAL PROCEDURES FOR CAR RIDERS

Students being picked-up by car will meet their rides at the gym door. Parents will be directed to pull around to the side gym door.

If your child is a car rider and you would like to meet your child inside the school. The door will be open at 3:25pm. You may enter and go directly to the gym to retrieve your child. The door will not be open until 3:25pm. Your patience is appreciated.

Thank you for your understanding, help, and co-operation. If you have any concerns or questions please feel free to contact us at school. The number is (708) 449 – 3170.

Sincerely,

Vickie Trotter, Ed.D.
Principal

Nancy Tortora
Assistant Principal

