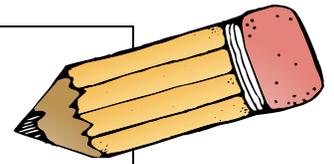


From the Principal's Desk



Important Reminders for the Start of School

ARRIVALS AND DISMISSALS

Classes will begin promptly at 8:05 a.m. and are dismissed at 3:00 p.m. Because supervision is not provided until 7:30 a.m., students should not report to school before that time. Students eating breakfast should report to the cafeteria by 7:40 a.m. Students who arrive between 7:30 a.m. and 7:50 a.m. each morning should go directly to the cafeteria and sit in their assigned grade level area. The teachers on duty will supervise the students until they are dismissed at 7:50. **Students that arrive after 8:05 will require a parent to come in to sign them in. The student must obtain a tardy slip from the office before being admitted to class.** PUNCTUALITY AND GOOD ATTENDANCE is essential to your child's academic achievement.

Students who are picked up by car will be taken to the front entrance of the school at 3:00p.m. As cars pull up to the front, teachers will be on duty to see that your child arrives safely to your car. Please help us by telling your child to stay by the teachers until directed to the appropriate car. In order for traffic to flow smoothly, we ask that you remain in your car and wait for your child to be directed to you. If you choose to walk up to the front of the school and get your child, you must park in the visitor's parking area. Students are not allowed in the parking area unless accompanied by an adult. Please remember to use the front drive through only. The cafeteria drive is for daycares and deliveries, and the far left drive is for buses only.

TRANSPORTATION

Advance notice must be submitted in writing for any change in transportation. Students should depart immediately upon dismissal and be picked up on time. Various classroom schedules prevent the assurance of teacher and/or student notification, therefore *phone messages are discouraged*. Students picked up after 3:15 p.m. will require a parent to come in to sign them out.

SCHOOL VISITATION

At Ridgewood Elementary School, we welcome and encourage visits from parents and others in the community. For the safety of those within the school and to avoid disruption of instructional time, all visitors must go directly to the office to have their driver's license scanned to receive a visitor badge that must be worn while in the school building. **Badge specifies areas of access only.** Please return the visitor badge to the office when your visit is completed. Visits to individual classrooms during instructional time are not permitted without the approval of **both** the principal and teacher. Visits will not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.