

Parents,

Thank you for your flexibility since we started back this week. After 7 days of school and concern for safety, we are realizing that we need to better manage how parent pick up changes are being shared with the school.

**Effective immediately**, changes to who is authorized to pick up a student, pick-up location or days of pick-up **cannot be sent via email to classroom teachers**. We request that you send a NOTE to school with your child, as a teacher may not check email in time to implement the requested change.

Obviously, emergency changes can be accepted through the main office, but we are asking you to please keep those instances to a minimum.

If you are calling the main office with a change to your child's pick-up routine, please call **no later than 12:15 PM** so that ALL school personnel involved in our dismissal procedure are notified. We truly appreciate your patience as we do our best to develop procedures that keep all segments of our school community safe.

Best regards,  
Ms. Moore