



Hello Paul School Families,

I hope you are enjoying a wonderful summer filled with fun, laughter and memories that will last a lifetime. As the summer begins to wind down and we all begin our back to school shopping and getting routines in place for the upcoming school year, I wanted to share some additional information with you to help all of us have a smooth transition to the 2021-2022 school year. Our school hours will be going back to **8:30- 3:00**, with drop off beginning at **8:15**. Please do not drop your children off before 8:15 as we do not have staff on duty, we want to ensure that we keep everyone safe while at school.

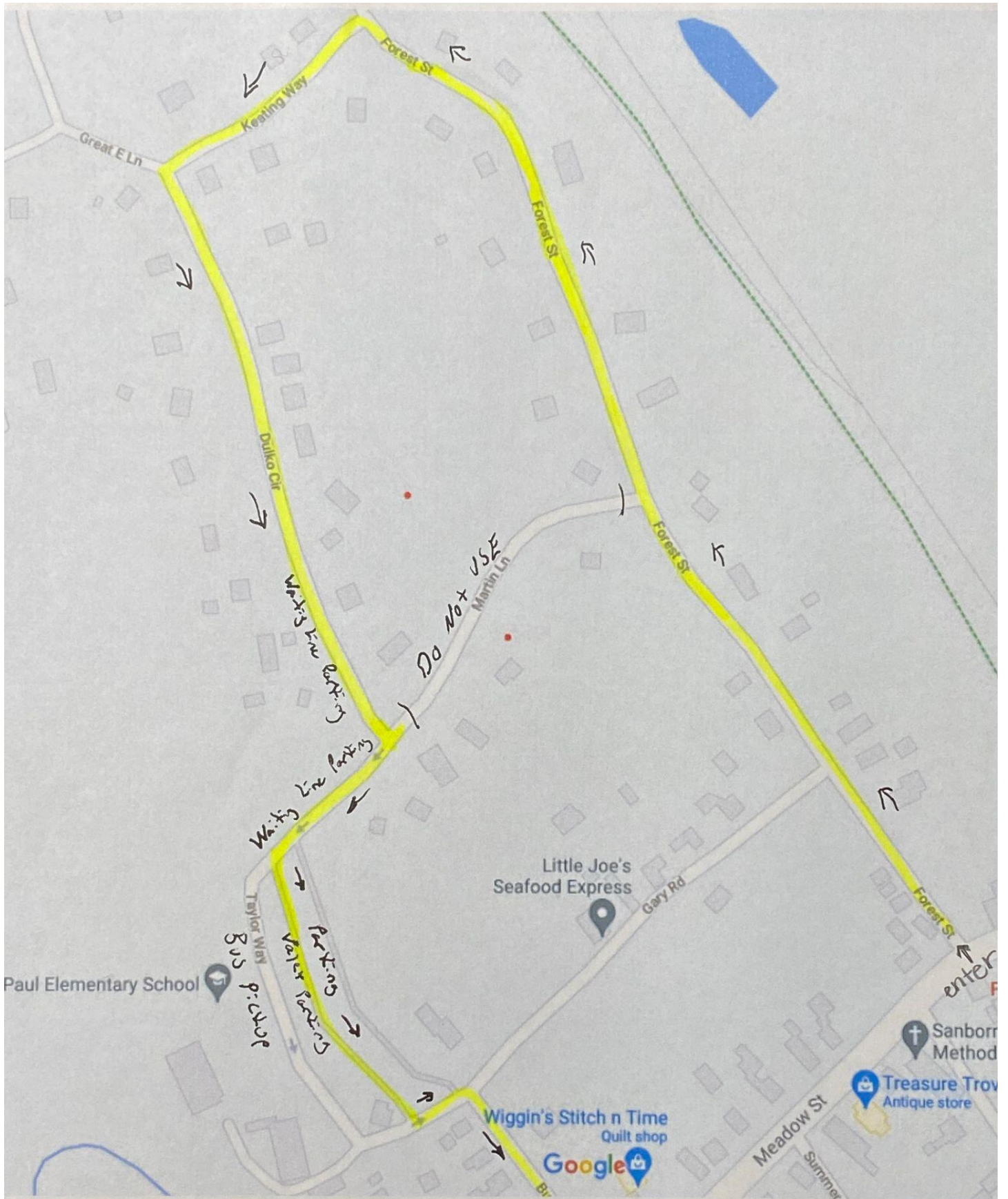
I have added the newly adopted school calendar, please note that we have added in two additional Early Release days, **Friday, December 17th and Friday, February 11th**. School ends at 12:30 on Early Release days. All school breakfasts and lunches will be FREE again this school year. This is thanks to a federal lunch program that we will be participating in. We still encourage all families to fill out the paperwork for free and reduced lunch as it is critical for future school funding based on these numbers. If you have any questions or need help filling out the paperwork, please let us know so we can assist you. Please be on the lookout for breakfast and lunch menus on our school Facebook page as well as through email.

As of this time, masks in school are optional, however they must be worn when riding a bus. Per the Center for Disease and Control (CDC) , masks must be worn on the bus at all times. Students can choose to wear their own masks or one will be provided for them as they enter the bus in the morning and afternoon.

I hope that you continue to enjoy the beautiful summer weather and I look forward to seeing all of you at either our **back to school barbeque on August 30th** or on the first day of school, **Tuesday August 31st**. I am honored to be a part of such an amazing school community who put students first. I welcome and value your positive energy and dedication to excellence in education. I look forward to working with you and your children. Together, I am confident we will make this school year one of growth and excellence for all children. If you have any questions or concerns please feel free to reach out to the school office at (603)522-8891 and we will be happy to answer any questions you have.

Sincerely,

Kristen White



## Arrival Procedures

In an effort to continue to make our drop off and dismissal process as safe as possible for our students, staff and families we ask for you to follow these guidelines:

- The school hours are 8:30-3:00
- **Drop off begins at 8:15**
- **The 2nd entrance of the parking lot is for pick up and drop off**
- **Please pull up to the flagpole, and a staff member will open your students door and let them out.**
- **Once buses have completed their drop offs a staff member will open up the bus lane for additional drop off, please do not use the bus lane until you are directed by a staff member who is on duty, thank you for your cooperation in keeping our students safe.**
- When you're in the parking lot, be sure to watch carefully for children
- If you park to drop off, please pull into the first entrance of the parking lot, park your car, and escort your student to the flagpole.
- Please do not leave your vehicle unattended in the front loop
- Students eating breakfast at school should arrive at school promptly at 8:15 am; all other students should arrive **no later** than 8:30 am
- Students are considered late after 8:30 am. If your student arrives after this time, they will receive a late pass from the office to go to class.
- In order to provide optimum safety for all children, we ask that you do not walk your children to their classroom in the morning. Staff is stationed throughout the hallways to assist your child. If there is a special circumstance that requires you to walk your child to class (e.g. delivering a project), please sign in at the main office before proceeding to the classroom

## Dismissal Procedures

- Dismissal begins at 3 pm
- **Please reference the attached map, so you know the proper route for parent pick up.**
- If you are picking up your child from school, please remain in the car line while we dismiss students directly to your vehicles
- **The second entrance of the parking lot is the drop off/pick up lane. Please proceed to the flagpole. Once buses have completed loading, a staff member will open up the bus lane for an additional pick up lane, please do not use the bus lane until you are directed by a staff member who is on duty, thank you for your cooperation in keeping our students safe**
- In the parent pick up line a staff member will ask you who you're there to pick up
- Students are dismissed to whichever lane you're in: flagpole or the front of school
- Students that have a note on file to be picked up will be dismissed first, followed by bus riders and then walkers

- **Masks must be worn on the bus at all times, a mask will be provided for students as they enter in the morning and afternoon**

**We ask that you do not make any changes to your child's dismissal plans after 2:30 pm unless it is an emergency.**

- If there's a bus stop change, please indicate the new address the child is to go to. If you need to make a permanent change in busing, please send a note/email to the office. Allow 24-48 hours for transportation to process and approve the change. In the meantime, a note must be provided to switch busing until the change is approved
- All students being dismissed early, must be signed out in the office
- Anyone picking up a student must be prepared to show identification
- Anyone other than a parent/guardian picking up a student, or identified on the emergency contact list, must be authorized in writing to do so by the parent/guardian, and be prepared to show identification

***STUDENTS WITHOUT NOTES ON FILE FOR ALTERNATE DISMISSAL PLANS WILL BE SENT HOME VIA THEIR TYPICAL DISMISSAL.***

**Early Pick Up**

- If you are planning to pick your child up from school before 3:00 pm, please send in a note with the child containing all the necessary information
- **To avoid classroom interruptions, phone calls to dismiss your child early or stopping in without prior notice should be limited to emergency situations only**
- You will need to come to the main office to sign your child out
- Your child will be called to the office upon your arrival. Please plan your pick up time accordingly

**Breakfast and Lunch**

- Both breakfast and lunch will be free to all students for the 2021-2022 school year
- Kindergarten students will eat breakfast in the cafeteria and lunch within their classroom
- Students 1-8 will eat both breakfast and lunch in the cafeteria

**Visitor Policy**

- Classroom visits, including birthday parties, should be prearranged with your child's teacher
- When visiting during school hours, you must sign in at the main office and present a valid state issued ID
- All visitors will be asked to complete a covid screening form. Access to the building could be denied based on the responses provided
- Once you are signed in, you will receive a visitor badge. You must wear the badge during your entire visit
- Upon leaving, please sign out at the main office and return your badge

