

August 21, 2019

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### Dates to Remember In September

August	22	Lower School Back-to-School Night Tomorrow at 5:30 p.m. in the gym
September	02	Labor Day – No School
	06	Buddies Friday and a Dress Down Day in the Lower School
	27	Fall Festival, Dress Down Day & Buddies Friday For or October

### Important Information

- \* **Parents Back-To-School Night For Grades Preschool-4** - We hope to see you tomorrow, at 5:30 p.m. for our annual open house. This program is designed for parents and will begin in the gym. Extended Day will remain open that evening until 7:30 p.m. and pizza will be served. You must let Andy Fitch know in advance if you would like Extended Day to care for your child during Back-To-School Night.
- \* **Arrival - Preschool through 1<sup>st</sup> grade Drop Off** - Children in our two year old program should be walked directly to their classroom in the Lower School building by a parent. It is not developmentally appropriate, nor feasible, for us to take children this young out of their parents' vehicles. Families whose youngest child is in PK-3 through 1<sup>st</sup> grade or younger should use the car line that operates in the parking lot off of Pleasant Stone to drop-off their students. Please pull up to the marked "Drop Off Zone" and we will have car line helpers to escort children 1<sup>st</sup> grade and younger to their own classrooms. There will be a staff member directing traffic. Older siblings in these families are welcome to get out of the car at this location and walk to the Multi-purpose Room where morning supervision will be held for 2<sup>nd</sup> through 4<sup>th</sup> graders. Please note that there will be no car line helpers to walk children in from the Front Circle, although there will be an adult supervising drop off in this area. We are asking all parents who have children in the 1<sup>st</sup> grade or younger to use the Pleasant Stone Parking Lot car line for safety reasons. If you are the first car in line, please pull all the way up in the right lane to the marked "Drop Off Zone" before stopping to release your child. If you are not in the Drop Off Zone, please keep your child in the car with you. If you wish to park, please remain in the left lane and stop at the white line. Someone will indicate to you when you should proceed forward to park.

Families whose youngest child is in 2<sup>nd</sup> through 4<sup>th</sup> grade should use the Front Circle. Children will report to the Multi-purpose Room for morning supervision from 7:30-7:50 am. After 7:50 a.m., 2<sup>nd</sup> through 4<sup>th</sup> graders can report directly to their classrooms, using the stairwell directly to the right outside of the Multi-purpose room to limit foot traffic through our preschool floor. There will be an assigned staff member present on the Front Circle to supervise children entering the Lower School. It is critically important for safety reasons that all children exit their cars curbside when being dropped off in the Front Circle. We ask that all parents traveling through the circle stay off of their phones and be attentive to pedestrians. We also ask that you follow the directions of staff members in the Front Circle who will do their best to ensure that the process is smooth and safe. There will also be a staff member inside the Multi-purpose Room to receive and supervise 2<sup>nd</sup> through 4<sup>th</sup> graders between 7:30 and 7:50 am.

Classes begin promptly at **8:00 a.m.** each day. Please be sure that your child is at school and prepared to be in class at this time. All children arriving after 8:05 am will be considered tardy and must report to the office to check in before going to their classrooms. Parents arriving to Sayre after 8:00 a.m. are asked to walk their child inside and sign them in the office if there is no longer a supervising staff member on car line duty. **Please do not ever drop your child off outside of our building unattended. If there is not a staff member outside, you MUST park and walk your child into the building and sign him/her into school at the Main Office before proceeding to the classroom. This is critical in order for us to be aware that your child is in attendance that day.**

- \* **Dismissal** - Kindergarten through fourth grade students dismiss at 3:00 pm. daily, **except for on Tuesdays when they are dismissed at 2:10 pm.** Children in our preschool classes dismiss at either 12:00 noon or 3:00 pm. Children can be picked up through the car line at both noon and 3 pm., or on foot. Preschool parents must be sure to sign their child out with a staff member before leaving. For the noon dismissal, please do not line up in the parking lot prior to 11:50 a.m., or prior to 2:50 pm for 3 pm pick up as we need to be able to get cars in and out of this parking lot throughout the day. **Families whose youngest, enrolled child is in kindergarten or older** will pick their children up in the Front Circle at dismissal. **Families for whom the youngest enrolled child is in preschool** will use the parking lot pick-up location. Siblings will be grouped together with the youngest sibling for your convenience. Please do NOT line up in car line at

either location until 2:50 pm or later as we do not want to interfere with the traffic flow in our area. Our neighbors live and work along Limestone and Pleasant Stone and need to be able to reach their homes and businesses. In addition, we must be able to get cars in and out of our parking lot for as long as possible. On Tuesdays, please do not line up until 2:00 pm. When parents wish that their child's normal dismissal pattern be changed, a note to the office is required. We cannot allow children to go home with another child or to be picked up by anyone other than a parent without parents' written consent. Students still at school 15 minutes after dismissal will be taken to the Extended Day Program. **Parents will be charged an appropriate fee for this service.**

- \* **Name Signs For Dismissal** - In order to facilitate a timely dismissal, please remember to place the name signs in your car windows **behind visor**; they are very helpful in speeding up the dismissal process.
- \* **Early Dismissal** - All divisions of Sayre School will dismiss early on Tuesdays. The Lower School will go outside at 2:10 for dismissal. The Middle and Upper Schools will follow at 2:30 pm. This early dismissal is designed to provide faculty with additional after school time for professional development. Please encourage your child to listen carefully at dismissal.
- \* **Cell Phones** - For safety reasons, cell phones should not be used during drop-off or pick-up.
- \* **Lower School Encore For Grades 3 & 4** - Encore is an optional after-school musical performance class for 3<sup>rd</sup> – 4<sup>th</sup> grade music makers fostering individual musicianship in a group setting. This program, taught by Mr. Thomas, is an extension of the general music classroom. It will be held on Thursdays beginning **September 5<sup>th</sup>** from 3:00 to 4:00 p.m. A variety of performance opportunities will be set for each semester. Sign-up sheets are available at [Encore Sign-up](#).
- \* **Lower School Chorus for Grades 2-4** – Chorus for grades 2-4 is an optional after-school chorus for children in grades 2-4. It is directed by Lower School music teacher, Marcus Thomas. This after-school program focuses on group singing in unison and harmony, and the joy of performing. Chorus for Grades 2-4 will be held on Wednesdays beginning **September 4<sup>th</sup>** from 3:00 to 4:00 p.m. in the Music Room. If you are interested in signing up your child or for more information, please go to the following link: [Chorus Grades 2-4 Sign-up](#).
- \* **Lower School Chorus for Grades K & 1** – Quarter Notes Chorus for K & 1 is an optional after-school chorus for children in grades K & 1. It is directed by Lower School music teacher, Marcus Thomas. This after-school program focuses on group singing in unison and harmony, and the joy of performing. Chorus for Grades K & 1 will be held on Mondays beginning **September 9<sup>th</sup>** from 3:00 to 3:45 p.m. in the Music Room. If you are interested in signing up your child or for more information, please go to the following link: [Chorus Grades K & 1 Sign-up](#).
- \* **Homework Clinic For 2<sup>nd</sup> - 4<sup>th</sup> Graders** - Homework Clinic is an optional program for children in grades 2-4. It is available on Mondays, Tuesdays, Wednesdays, and Thursdays (days depending on enrollment). This program is geared to help students with organization and study skills, as well as assistance with specific homework assignments. Students will be taught how to set priorities and how to budget time for long-range assignments. For more information and the enrollment form for this after-school program go to the following link: [Homework Clinic](#). If you have any questions, please call Mrs. O'Rourke at school (254-1364) or at home (268-8478.)