

North Canaan Elementary School

Message From the Principal

December 23, 2014

Dear Parents/Guardians:

Over the course of the fall the school safety committee, which is comprised of school personnel and emergency responders and the town's resident trooper, met to discuss our dismissal procedures and the traffic congestion and parking on Pease Street. You may have noticed some new signs going up on the street, along with some yellow striping, and new handicap parking sections; thanks also to everyone for using the front circle to drop off only. Technically, the circle is a fire lane, and over the years it became parking. That was the first big change that was made. The new year will bring other modifications that are common in other schools.

For your safety as well as students and school personnel, I want to prepare you for a new dismissal procedure which will take effect on **Wednesday, January 7, 2015.**

The following procedures and practices will take place:

1. The front doors of the school will remain locked to visitors through the afternoon dismissal. This is a vulnerable time for the school as it gets very busy in the office and the lobby becomes a hectic place while students depart on foot, by car, by bus, and wait for the after school program.
2. Parents who regularly pick up their children will be asked to pull up along Pease Street in the area with the yellow striping and remain in their vehicles.
3. Students through grade four will exit the building from the primary wing and will be accompanied to the sidewalk by school personnel. Students in grades 5-8 and all students who walk home will exit from the front door. Everyone should remain on the sidewalk and NEVER should anyone, adult or child, attempt to walk between school buses.
4. If you regularly pick up your child, a tag will be issued to you that has your family name and the name of your child's teacher. Please keep the tag in your car and display it from the rear view mirror so that it is visible to school personnel. If you pick up your child regularly, the office has created a tag for you and will send it home today. If you ask a relative or friend to pick up your child, the office must be made aware of this, in writing. For an emergency, call the office. You should instruct the individual to be prepared to show identification if the driver is unknown to school personnel.
5. To request a tag, please call the office.
6. All children should enter the car from the sidewalk only. In the event of a snowstorm that creates banks along the edge of the road, staff will walk a child to the streetside of the car.
7. Please observe all parking signs along the street. They vary; there will be a few short term (15 minute) parking spots created. The rule of thumb for parking: **observe all signs.**
8. To pick up your child from school early, please park in the lot across the street and enter the building at the front door. School personnel are not permitted to open doors at other locations around the building.

9. You will notice that the lot across the street is divided. To the left is visitor parking. Staff will park to the right.
10. The resident trooper will be on hand to help with the new procedure.

For arrival times, there will be no changes as most parents pull into the front circle to drop off students and pause to see that the child enters the building. This is working well as arrival times are staggered and we see students using the sidewalks.

The biggest change for us comes at the end of the day and we do appreciate your constant cooperation and the patience that you demonstrate daily as we work to make dismissal safer and more efficient. Enjoy a safe and happy holiday season.

Sincerely,

A handwritten signature in black ink that reads "Rosemary A. Keilty". The signature is written in a cursive style with a large, looped initial "R".

Rosemary A. Keilty
Principal