



Important Construction News

Arrival/Dismissal/Parking Changes Effective 1-7-08

*During the Christmas holidays, Gilbert Construction will be setting up a **construction fence**. This fence will be in place until we move into our new facilities. Our Woods Road driveway will be blocked (site of new Multi-Purpose Building), so we are adjusting our arrival and dismissal times to avoid traffic congestion with Royall School. For the safety of all students, families, faculty, and visitors, **new arrival, dismissal, and parking procedures must be followed.***

*A Campus Construction Map, which shows new boundaries and access points, is on the back of this memo. Please review this carefully before you return to campus in January. Our number one priority is **SAFETY**. The new facilities will be wonderful, and will offer many incredible teaching and learning opportunities.*

We appreciate your cooperation, and we welcome your questions at any time during the construction. — Joan A. Pennstrom, Headmaster

Summary of Changes: Effective 1-7-08

ARRIVAL

*Our school day will begin **15 minutes later**. The school day will start at **8:15 a.m. for everyone**, beginning Monday, January 7th.*

***K-2nd grades:** arrive between 8:00- 8:15 a.m. (late at 8:16 a.m.) from Cherokee Road and proceed to drop-off points, as usual. Your child will be directed to go through the Magee Building to the west entrance of the Classroom Building.*

***3rd-6th grades:** arrive between 8:00- 8:15 a.m. (late at 8:16 a.m.) from Seneca Drive to Woods Road. Go to the dead end of Woods Road and u-turn back towards school. Drive up to designated drop-off points. Students will enter playground (new walk-through gate) and go to the west stairwell entrance of the Classroom Building.*

***Early Drop-off opens at 7:45 a.m. – New time:** arrive from Cherokee Road and go to the Library in the Magee Building. The Classroom Building opens at 8:00 a.m.*

DISMISSAL

*Dismissal times will be: **3K, 4K (half day)- New time- 11:55 a.m.***

4K (full day)- 2:15 p.m.

5K-6th grades– New time- 2:45 p.m.

***Rainy Day Dismissal: - New - 3rd-6th grades dismiss from the Parish Hall.** Use the Cherokee Road entrance and please be patient. K-2nd grades dismiss from the Magee Building.*

PARKING

All parking must be on the Cherokee Road side of campus. Use the parking lot or around the sides of the driveway past the Parish Hall.

***After School Activity Program Dismissal:** Go through the Magee Building to the west entrance of the Classroom Building to sign out your child in the afternoon.*

(See Campus Construction Map on back.) →

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