



715 Riverwood Drive • Pembroke, NH 03275

*****NEW THIS YEAR!!!*****

ALL students will be starting school at 8:00am. K-8! (Elementary will no longer begin at 8:15am, they will begin at 8:00am!) School will end at 3:00pm for all grades,

Drop Off: Students who are dropped off any time before 7:30am are not allowed to roam the halls or classrooms. They will be placed in our Morning care program and a \$5.00 fee will be incurred. School will begin promptly at 8:00am for ALL GRADES. Students will be marked "Tardy" if they arrive any later than the beginning of school. Please plan to drop your student off *at least* 5 minutes before class begins so that they are ready to start class promptly. If your student arrives at 8:00am or later, they **MUST** stop in at the office so they are checked in for accurate attendance.

Pick Up: When picking up your student/s, please form ONE line in the driveway against the sidewalk. Pull all the way to the end of the paved walking area just before the curve in the driveway so we can make room for as many cars as possible. If the drop off line is full, please form a single line down Riverwood Dr. Make sure not to block the driveway of any of our neighbors and **DO NOT** park at the storage units.

Please be sure that you have filled out the pick-up sign we emailed to you.

Dismissal teachers will call students out in the order that the cars have lined up.

IF THERE IS A DAY THAT YOU NEED TO HAVE YOUR CHILD OUT QUICKLY, WE ASK THAT YOU PARK IN THE PARKING LOT AND WALK TO THE ENTRANCE TO ESCORT HIM/HER OR CALL AHEAD OF TIME. IF YOUR CHILD HAS FORGOTTEN SOMETHING INSIDE OR NEEDS TO GO BACK INTO THE BUILDING FOR ANY REASON, WE ASK THAT YOU PULL OUT OF THE LINE AND PARK IN THE PARKING

LOT SO AS TO ALLOW THE FLOW OF CARS TO CONTINUE SMOOTHLY.

We try our best to escort each student to their vehicle as quickly as possible, but please be patient. Dismissal sometimes takes longer in the winter months.

If you have not picked up your student **BY 4:00pm**, you will need to park and pick them up from the extended day program where a \$10.00 fee will be incurred.

EARLY DISMISSALS: If your student needs to be dismissed during the day, please call the office approximately 5-8 minutes before you need to dismiss your student and we can have them ready and waiting for you.