

January 18, 2012

To: Lincoln-Hubbard Families

Fr: Matt Carlin

Re: Morning Drop Off and Incidents of Late Arrivals

Dear Lincoln-Hubbard Families:

Each January after the holiday break, we take time in our classrooms to review procedures and expectations to ensure Lincoln-Hubbard continues our great success on a daily basis. At times, we need to take additional steps as a school community to address and further develop procedures where we see inconsistency or a need for improvement.

As you know and as indicated in our Parent Handbook, at morning Drop-off your child needs to be in their class line and will enter the building at 8:15 AM. These lines are outside when the weather is nice, inside at the entrance to their classroom door when it is raining or very cold. As the year progresses it is typical for student arrival time to slip, but late arrivals have increased significantly over the past weeks.

Together we will fix this problem and here is why:

-Safety: We cannot leave any school door unlocked and unmonitored for late children.

-Safety: We cannot have children walking the school perimeter alone after 8:15 AM to get to the front door.

-Aides: They monitor our 3 entrances from 8:00 AM to 8:15 AM. They must start their instructional support duties at 8:15 AM.

-Students: There are multiple reasons why you want your child to be in line **before** 8:15 AM: Socialization-it is important for children to be with their classmates, have a chat and brush off some energy prior to launching into the school day. We also use the 8:15-8:30 part of the schedule as instructional time, where students are engaged in morning assignments or content review.

For our part, we have enabled tardies by holding doors for late students beyond 8:15 AM. This has allowed parents to drop off their children on Crescent Avenue as late as 8:15 AM. Please be advised that this will stop as of Wednesday, January 25th.

Here is how we are going to fix the problem together:

- Families and caregivers have a grace period beginning tomorrow Thursday, January 19th to adjust your morning routine, if need be.
- During this time we will hold the doors for you, but we will tell you and/or your child that this will cease on Wednesday, January 25th. We will provide encouragement and announcements to get students excited about this positive step.
- There is plenty of room in the Drop-off line from 8:00-8:10 AM. You need to figure out when to get there to drop-off your student in time. You may need to adjust your arrival time accordingly.

- If you use Crescent Ave. in the AM, you will note that a green flag-man is placed at the top of the steps for the 2nd/3rd grade door and on the wall at the start of the pathway to the 1st grade door by the aides who monitor these doors. At 8:15 AM these flag-men will come in with the aides and the class lines. If you arrive when these green flag-men are being moved inside or already gone, you have missed the morning drop-off window and you need to adjust your arrival time accordingly by Wednesday, January 25th.

Starting Wednesday, January 25th

- School doors will be pre-locked along Crescent Avenue. Parents and students who need access to the building for morning meetings or programs must use the Woodland Avenue entrance.
- If you use Crescent Ave., and you arrive late, proceed with your child to the Woodland Avenue door, use the buzzer, and sign them in at the Main Office.
- If you are driving, don't leave your car on Crescent Ave. along the L-H property line, you could get a ticket. You will need to move your car first.
- If you arrive late, never let your child walk Crescent Avenue, Woodland Avenue or Hawthorne Place alone to get to the front door. You must accompany them and sign them in.
- Our Crossing Guards are there only to cross students safely on Woodland Ave. Their eyes are on cars and pedestrians in their crosswalks. They are not there to watch a late student make it to a school door.

Note: Please make sure anyone who may drop-off your child (Mom, Dad, Grandparent, Nanny) reads this communication as well.

If you have any questions or concerns, let me know. Thank you for your attention to this matter.

Sincerely,

Matt Carlin