



Morse School

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Dr. Chad Leith, Principal
Samantha Headley, Assistant Principal

December 21, 2018

Dear Morse School Families,

In an effort to promote a smooth and positive start to the school day and a safe and orderly dismissal, we will begin 2019 with **new morning and afternoon procedures** at the Morse School. Please take a moment to read the information below. Although we will explain these procedures to students, we also ask that you go over the new routines with your child so that he/she is fully aware of the changes.

Morning Procedures

Beginning on January 2nd, morning supervision will be provided in two locations beginning at 7:55am in the outdoor playground located along the front of our school (on the corner of Granite Street and Magazine Street) and also in our cafeteria for students who would like to take advantage of our FREE morning breakfast program (please see reverse). The kitchen opens at 8:00am and breakfast service will conclude at 8:20am, ensuring that all students arrive to their classrooms by the 8:25am bell. **If you would like your child to take advantage of our free breakfast program, please be sure that he/she arrives to school prior to 8:20am and that he/she proceeds directly to the cafeteria.** Children participating in the breakfast program should eat breakfast before participating in outdoor play. Students in the cafeteria will not be permitted to take breakfast food to their classrooms.

At 8:10, students will begin to transition to their classrooms, where they will be welcomed by teachers and invited to participate in morning activities to prepare them for a successful day of learning. Students who have chosen to engage in morning play rather than eat breakfast in the cafeteria must transition directly to their classrooms at 8:10.

Afternoon Procedures

In order to ensure a safe and orderly dismissal, **we will ask that parents wait until 2:25 before entering the building to meet their children.** Between 2:15 and 2:25, we will facilitate a staggered dismissal with bus riders and children who participate in Morse School-based after-school programs transitioning from classrooms at 2:20 and walkers being dismissed at 2:25. Asking parents to wait until 2:25 before entering the building will reduce hallway congestion and make it easier for our hallway monitors and teachers to safely usher children to their destinations. This policy will take effect on January 2nd, 2019.

On behalf of the Morse School staff, we thank you in advance for your understanding and cooperation as we make these important adjustments to our routines and procedures.

Sincerely,

Dr. Leith & Ms. Headley