

September 11, 2008

Dear Parents,

In an effort to continue to provide a welcoming and warm Casis environment, we wish to inform you of our **revised morning procedures**. The school opens to students at 7:15 a.m., at which time breakfast is available to students. If you arrive before 7:35 a.m., we ask that you go to the cafeteria.

All parents are welcome to accompany their children to school in the mornings. If you and your child arrive before 7:35 a.m., we ask that you and your child go to the cafeteria. After 7:35 a.m., you may walk your child to their hallway and wait there with your child. All unsupervised children must remain in the cafeteria and will be dismissed to their classrooms at 7:40 a.m.

In order to preserve the teacher's planning time and maintain the safety of students, we ask that you **closely supervise your children**. Please use this time to visit quietly with your child so that teachers are not disrupted. We know how much you value the community of learners that teachers foster within their classrooms. To that end, please honor the teacher's time as they welcome students into the classroom and begin the day's activities. If you need to speak with your child's teacher, please refer to the communication preferences of the individual teacher.

In the mornings, the following doors are open for you to enter the building. For the safety and security of our campus, please do not use other doors.

- **The main entrance door.**
- **The Circle Drive doors.**
- **Entrance at top of Hillview stairs.**
- **North side building doors (near the 4th and 5th grade lost and found cabinets NOT the door entering the 4th & 5th grade wing)**

At 8:00 a.m. all doors will be locked with the exception of the main entrance. After 8:00 a.m., we ask you to enter the school building through the front doors, **sign in**, and **put on a nametag**. This procedure is in place to protect our children.

Please use the following scenarios to assist you in following our new procedures.

If you have a...

- Child who comes to school **without a parent accompanying** them into the building any time prior to 7:40 a.m. will proceed to the cafeteria and wait for dismissal at 7:40 a.m.
- Child who comes to school **with parent accompaniment**, and arrives before 7:35 a.m., you will proceed to the cafeteria with your child. At 7:35 a.m., you and your child may proceed to your child's hallway and wait there together until the bell rings at 7:40 a.m. If you arrive after 7:35 a.m., you may proceed to your child's hallway and wait quietly for the bell to ring.

Again, it is our strong desire to create a welcoming environment at Casis while providing teachers the time to plan their day. Please feel free to contact us should you have any questions or concerns.