

September 1, 2015

Dear Parents:

Although every student arrived home safely the first week of school, I believe that we can get your children to you in a manner that's even safer and more efficient. I thank you for your patience as my team worked to create this new system.

Starting **Tuesday September 8, 2015** our new dismissal procedure will go into effect. It mostly impacts car riders, but I think it is important I share the entire system with everyone for clarity.

- Every car rider will be assigned a number on a green tag based on their grade level
- A large tag for parents and one small tag for each child will go home with students by Friday September 4. Treat your tag as if it were an ID
- Please display the large green tag in your car window at dismissal. Ensure that your child has their small green tag with them every day. *Pink tags will no longer be valid*
- We will gladly replace loss tags for \$1 per tag. All proceeds go back to the students
- If a student or parent does not have their green tag, the parent will have to wait until dismissal is over before we can help you
- Parents without a tag will be instructed by staff to park and will be allowed in the building after dismissal is over
- "Rainy Day" procedures will go in place only if there is an advisory from the National Weather Service. The administration will make a call out to parents by 2:00 to make that known. Since Houston has a rainy climate, parents should monitor the weather and prepare their children accordingly on days when there is no weather advisory

- At 2:40 no students will be released to parents for dismissal purposes. Please make arrangements before this time to avoid any inconveniences
- For safety, during dismissal all staff and resources are dedicated to dismissal-no other school business
- Changes in transportation must be received in writing by 2:00 to the front office by email: huntersglenowls@gmail.com or by letter signed and dated by parent or guardian

I truly believe that this new system is not only more efficient for you, but safer for your child. As always, thank you for your support. If you have any questions or concerns, don't hesitate to call or email me.

Sincerely,

Cleo Wadley
Principal