

THOMAS EDISON ELEMENTARY

Port Huron Schools

Dear Parents and Guardians,

Starting Monday, September 26th we will be instituting new beginning and end of the day procedures for the safety of our students. We have found that the main entrance and hallway are crowded in the morning with adults waiting in line with their student to get breakfast and walking children to class. Although we appreciate your desire to come into the building with your children it does cause safety concerns. Please read the following procedures carefully.

- All entrances, with the exception of the main entrance are locked or monitored from 8:10-3:10.
- Morning Arrival: All students will enter the building at designated Hug & Go Zones (see map)
 - ALL Kindergarten students and those eating breakfast will line up at the main entrance (North).
 - THIRD GRADE STUDENTS will enter through their 3rd grade center doors.
 - ALL OTHER STUDENTS not eating breakfast will enter through the south entrance.
 - ALL STUDENTS EATING BREAKFAST will wait at their designated areas until bell rings at 8:15.
 - Parents are to DROP THEIR STUDENTS OFF at these entrances. Parents who need to speak with a teacher will need to set up a meeting and check in at the office to receive a guest pass.
- Inclement weather: Students will use their designated entrance and enter the building and wait at their assigned area within the building.

- Dismissal: Parents are asked to wait outside the building for their children to be dismissed by their teachers. Students will exit the building at designated entrances. (see map)
 - ALL STUDENTS who are PARENT PICK UP will exit the building at the main entrance (North).
 - ALL STUDENTS who RIDE THE BUS will exit the building at the main entrance.
 - ALL THIRD GRADE STUDENTS will exit through their 3rd grade center doors.

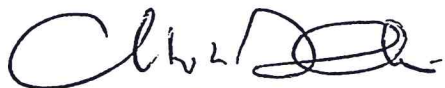
 - Please keep sidewalks clear for students to exit the building safely. The main entrance foyer will no longer be used for a waiting area and parents will be asked to wait outside. An overhang at this entrance will protect parents in case of bad weather.

- Parents who have a dismissal change are asked to notify the office by phone by 2:00 PM. Individuals picking up your child must be on their emergency form and must present photo identification.
- Parents visiting school after 3:15 PM for the purpose of meetings must enter through the office entrance, sign-in, and obtain a guest pass.
- Also, to further the safety of your child, please call the office to notify us of an absence or tardy by 9:00AM.

Teachers will be explaining and will continue to reinforce these new procedures to all of our students. It is for the safety of all students and staff that we establish these procedures and we appreciate your understanding and support.

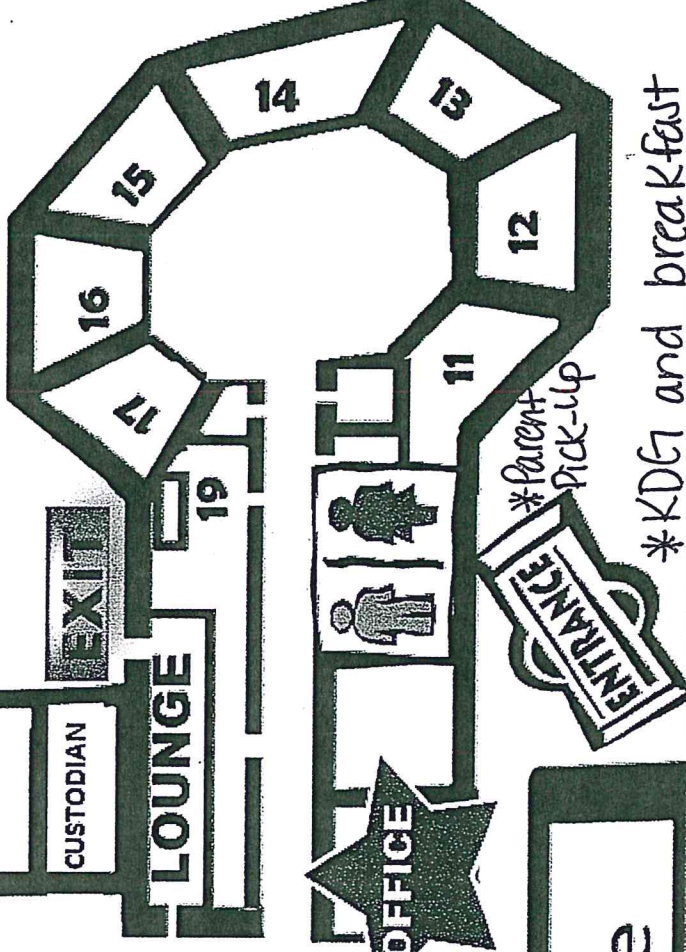
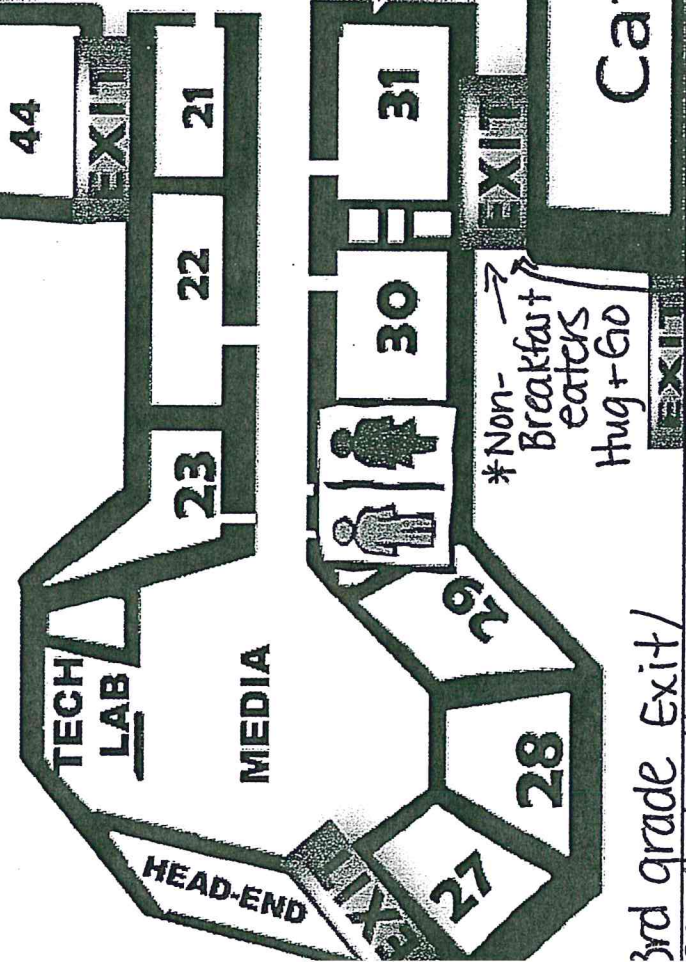
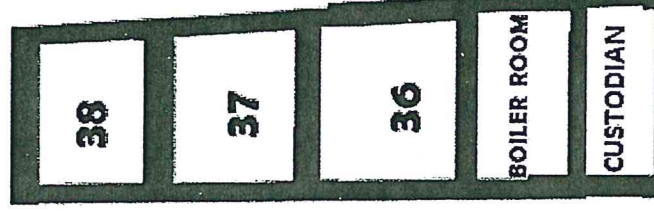
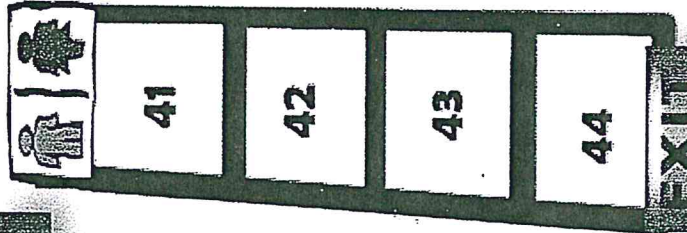
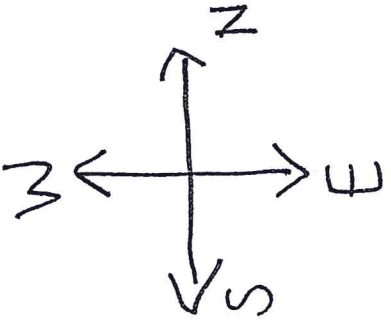
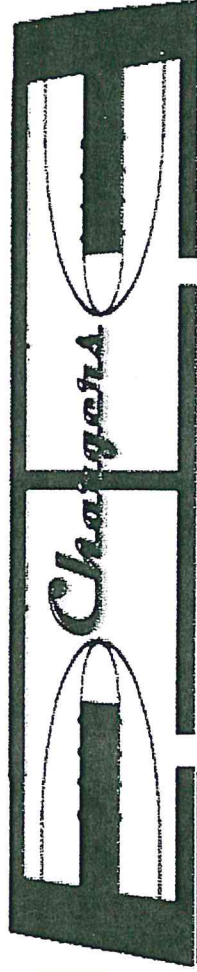
Thank you for trusting us to serve you

Respectfully,



Christopher R Collins, Principal
Thomas Edison Elementary

HUG + GO / EXITS



3rd grade Exit/
Students - Hug + Go

Busser Exit

* KDG and breakfast
Students Hug + Go