Dear Little School Parents/Guardians,

I am writing to remind you about the procedures for arrival and dismissal at the Little School.

First, Barberry Road is a **one-way street** during the morning arrival and afternoon dismissal (7-9 a.m. and 2:00-3:00 p.m.) You must enter via Southwick Road and exit via Oakland Road. There is a sign posted at the end of the large driveway.

**Arrival of Kindergarten through Grade 5:**

Children are allowed to arrive at school **10 minutes** prior to the start of school.   Since school begins at 8:00 a.m, this means that children should arrive no earlier than 7:50 a.m. (unless they are enrolled in the Before School Program). Paraprofessionals will be on duty at that time to assist with and supervise the children. Please be aware that the Before School Program begins at 7:00 a.m.    If parents have a need to arrive at school and drop their child(ren) off earlier than 7:50 a.m., please visit our school website under the "Families" tab for the Before School Registration packet.

Parents/Guardians who are dropping their child(ren) off should utilize the live drop off lane (at the front of the large parking lot)...not the circular driveway at the front of the building.  Paraprofessionals will be on duty at the designated times to assist with the children's arrival.    Please do not drop your child(ren) off until there are adults on duty.  The front driveway will be used by the Pre-Kindergarten parents for drop-off and then for bus arrival.

**Arrival of Pre-Kindergarten:**

Paraprofessionals will be on duty to assist the Pre-Kindergarten students beginning at 8:15 a.m. Pre-Kindergarten begins at 8:30 a.m. Parents may utilize the front circular driveway for arrival, but should plan not to arrive between 8:15 – 8:30 a.m.  Please pay attention to the signage posted in that area.    Any parent or child that arrives after the start of the pre-kindergarten program (8:30 a.m.) must park and check in at the main office (main doors at the front of the building).

**Dismissal of Pre-Kindergarten:**

Pre-kindergarten will be dismissed at the rear double doors (closest to the field) at 2:45 p.m. You must park and walk to the door for pick-up. Please do not leave children unattended in your car and do not leave your car idling (MA State Law).

***As always, we ask that you be mindful of our neighbors and please abide by the “No Parking” signs on Barberry*** ***and Oakland Roads.***

If any parent/guardian has questions or concerns, please contact me at cmolle@nrpsk12.org or by phone, 978-664-7820 ext. 0.   I would appreciate you speaking to me directly, rather than expressing your concerns to the paraprofessionals.   They are doing their very best to follow the schedule and to ensure that our students arrive in a safe and orderly fashion.

Sincerely,

Christine A. Molle

Principal