

## August 26—Update from Memorial School

Good Afternoon, Memorial School Families,

We would like to share the following information regarding our school hours and the procedures for student arrival and dismissal:

### School Hours

Our regular school hours are 8:15 am–2:55 pm (bus unloading and student drop-off start at 8:15 am and bus loading and student pick-up start at 2:55 pm). The tardy bell rings at 8:25 am. Students who arrive after 8:25 am are considered tardy and must sign in at the main office, which is located at 31 West Main Street.

### Student Drop-off & Pick-up Route and Procedures

The student drop-off and pick-up route is accessed off Crane Crossing Road and winds around the parking lot as shown in [this aerial photo and directional map](#).

- **Morning Drop-off Procedure:** To ensure safety and order during morning drop-off, students should wait in their vehicle until a staff member greets them and escorts them into school.
- **Afternoon Pick-up Procedure:** Those who plan to pick up students regularly will receive a name sign to place on their windshield to assist staff with identifying families and getting students to their vehicles safely and efficiently.

### Early Dismissal Procedure

Should you need to dismiss your student early for any reason, please record your early dismissal in PickUp Patrol with the reason for dismissal. Alternatively, if you cannot access PickUp Patrol, you may call the main office at 603-583-1686. You will need to go to the main office, located at 31 West Main Street, to dismiss your student. **Please be sure to have your license or other photo ID with you, as you will be required to present it to dismiss your student.**

As always, please feel free to reach out to me with any questions. Our main office staff, Bonnie Gasse and Kristen Noonan, are also available to help and can be reached at [memoffice@sau17.net](mailto:memoffice@sau17.net) or by calling our main phone number, 603-382-5251.

Sincerely,

Adrian Alford