

9/7/2022

Dear Oak Orchard Families,

Our first day was filled with many smiles from our students. Our arrival process went very smoothly and we appreciate everyone's support adhering to this.

Dismissal this afternoon was significantly delayed and we apologize for the inconvenience that this caused. We ask for your patience this week as we get our students used to this new routine. Additionally, we need your help with the following, to ensure we can move the process efficiently:

- If your child rides a bus, please ensure they have a bus tag attached to their backpack.
- All changes to where the bus picks up and/or drops off your child need to be in writing. Per our transportation department, these could take up to 30 days to go into effect. While we do our best to process these quickly, these cannot be made immediately/same day.
- If you need to make a change to how your child will be going home each day, we ask for these in writing through a note in the morning or through a phone call to the office no later than 11AM each day.
 - Examples: Picked up early for an appointment, someone different picking up, etc.
- **If you or someone else is picking up your child, we need to adhere strictly to the process below:**
 - It is expected that parents pick up using the car line, unless you live in the walk zone and/or are a one time pick up. If you received a neon connect card, you need to use the car line.
 - Door 4 pickups are only for those in the walk zone → [see here for that list](#). If you have been issued a connect card, you will be redirected to the car line when you arrive at door 4.

If you were at Door 4 today and came inside the building due to the delay, please call Heidi Albone at 585-798-2700, options 3 then 0 OR contact your child's teacher on Thursday to ensure we have the correct process on file for your child. We want to ensure a smoother pickup for you going forward.

If everyone takes a moment to help out with the items above, we can ensure a smooth dismissal process each day. Please do not hesitate to contact our office to ensure we have correctly documented your desired dismissal process for your child.

Thank you,

Mrs. Jennifer Stearns
Principal
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