



August 15, 2018

Dear Parents/Guardians,

Welcome back to another exciting school year here at Walter Long STEAM Academy! We are off to another great start with our new two-story addition and all the new faces on campus. Please know that providing a safe and secure environment where uninterrupted learning can occur at Walter Long STEAM Academy for our students and staff is our #1 priority each and every day.

We all know that students and staff must feel safe and secure before high-level learning can occur, so the staff and administration at Walter Long STEAM Academy have updated our drop-off and pick-up procedures that will begin Monday morning, August 20, 2018.

**Kindergarten**

- 8:45AM** \*Parents and students will enter through the Kindergarten playground gate located by the front office door.  
\*Parents will drop-off students with their teacher.
- 8:50AM** \*Staff and students will enter the school building and head to breakfast.  
\*Parents will exit through the same gate they entered.  
\*Staff will close and lock the Kindergarten playground gate.

**1st, 2nd, 3rd, 4th, and 5th Grades**

- 8:45AM** \*Parents will drop-off students at Main Gate.  
\*Students will walk to their classroom's morning ceremony paw.  
\*Only staff and students are allowed on campus.
- 8:50AM** \*Staff will close and lock Main Gate.  
\*Late students will report to the front office.
- 3:21PM** \*Staff will open Main Gate.  
\*Parents will pick up students at their assigned dismissal area.  
\*Parents and students will exit through the Main Gate.
- 3:35PM** \*Staff will close and lock Main Gate.

**NO parents will be allowed on campus before school.**

For the safety of staff and students, all visitors must sign in at the front office. We appreciate your understanding as we continue to build upon our safe and caring learning environment here at Walter Long STEAM Academy, where students and learning come first!

Sincerely,

Kathleen Decker 