



August 22, 2013

Hello Parents/Guardians of Pre-Kindergarten Students,

To ensure that instructional time is maximized and students are prepared for Kindergarten, the following new procedures will be implemented, beginning Monday, August 26, 2013:

Sign-In and Sign-Out Procedures:

Parents will no longer be required to sign-in or sign-out their Pre-Kindergarten children from the classroom each day, when children arrive on or before 8:00am and/or leave on or after 2:30pm. Moving forward, all children arriving after 8:01am and before 2:30pm will need to be signed-in and signed-out, from the main office (for example, if your child is a car rider, then the parent/guardian will be assigned a car rider number, and pick their child up from the car loop daily). **Car rider number cards will be distributed to Pre-Kindergarten parents/guardians and children will receive car rider number backpack tags, on Friday, August 23, 2013, in the main atrium, beginning at 2:00pm.**

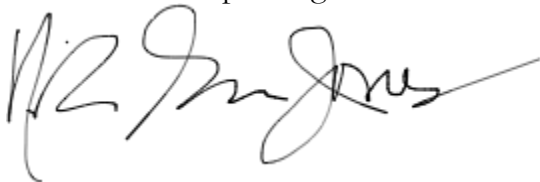
Breakfast:

All Pre-K through 5th grade students should be in their classroom by 8:00am, to begin instruction promptly at 8:00am daily. Therefore, Pre-Kindergarten students desiring to eat breakfast in the cafeteria should arrive between 7:30am and 7:50am and report directly to the cafeteria. Morning breakfast ends at 7:50am. Toomer personnel will be in the cafeteria, to specifically assist Pre-K children with breakfast at a designated Pre-K breakfast table.

All Pre-K through 2nd grade children will assemble and be monitored by Toomer personnel in the auditorium between 7:30am and 7:50am (3rd through 5th grade assembles in the gym), if they are not eating breakfast or if they finish breakfast prior to 7:50am. At 7:50am, Pre-K students will be escorted to their classroom, by Toomer personnel, their parents, and/or their guardians.

If you have further questions or concerns, please feel free to contact me, Nicole Evans Jones via email nicjones@atlanta.k12.ga.us, office phone - (404)802-3450, and/or cell phone - (404)217-8727.

Dedicated to improving outcomes for *all* students,



Nicole Evans Jones, Ed. D.
Principal

