



# MARGARET MACE SCHOOL

*"Home of the Falcons"*

December 6, 2017

Dear Families,

This letter is to inform you that due to an emerging construction project to the gymnasium floor, we will need to reconfigure how students are dropped off and picked up each afternoon starting Thursday, December 7, 2017. Please follow the new procedures below:

**Morning Drop Off:**

All students will be dropped off on the 12<sup>th</sup> Street side of the building between 7:45-8:00 a.m. No students can be dropped off on the 13<sup>th</sup> Street side of the building. Students arriving after 8:00 a.m. will continue to check in at the front desk.

**Afternoon Pick Up:**

Students who are picked up or exit the building on the 12<sup>th</sup> Street side of the building will continue to follow the same dismissal procedure.

Students in Kindergarten and first grade will exit the building from the classroom doors on the 13<sup>th</sup> Street side of the building. These students will no longer exit out of the back of the building near the playground.

Siblings of students in Kindergarten and first grade, who usually meet up with family members by walking across the area between the back of the building and the playground, will now exit from the "Boys" door on the 13<sup>th</sup> Street side of the building.

I would like to thank you in advance for your cooperation on this emerging project. We foresee this pattern continuing until the end of the construction project in early to mid February. If you have any questions or concerns, please call the Superintendent's office at (609) 522-1454.

Sincerely,

Christopher Armstrong  
Superintendent