



Dear Mayberry Families,

This year at Mayberry Elementary School we are changing the way that students will leave the building at the end of the day. Here is a list of those changes:

1. All students will stay in their classrooms with their teacher until it is time for their group to leave the building. Kindergarten students will be dismissed by their specials teacher (Art, Music, Physical Education, etc.).
  
2. Students will join one of four dismissal groups:
  - a. Walkers
  - b. Parent Pick-up (in person or in a car)
  - c. Bus Rider
  - d. After School Program
  
3. Students who will walk home without a parent (or other adult) will wait in their classrooms until the “walkers” are called over the intercom system. Older siblings will no longer need to meet younger ones in their classrooms. They will meet each other at their line-up spot.
  - a. Students will exit the outside doors by Room 12.
  - b. All walkers will be led off the school property by a staff member.
  - c. Several crossing guards will be in place to assist students.
  
4. Students, who will be picked up by a parent either in person or in a car, will be called to the cafeteria and be dismissed through the outside doors to the parking lot. Parent drivers should enter the back parking lot from Great Hill Road and pull up to the loading dock area. Your student(s) will be dismissed by a Mayberry staff member. Parents who will walk their student(s) home should sign them out. A staff member will be at the cafeteria entrance with a sign-out sheet.

\*Para leer esta carta en español, por favor ver el otro lado.

**Mayberry...to create learners, creative thinkers and leaders.**



East  
Hartford  
Public  
Schools

**Dr. Franklin H. Mayberry**  
**Elementary School**  
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5. Students who will take a bus home will be called from their classroom by bus number. A staff member will meet these students at the front door.
6. Students who will be attending the after school program will be dismissed from his/her classroom and walk to the classroom they have been assigned. Staff members from the Crossroads Program will meet the students in these classrooms.

During the first week of school we will practice this new procedure so that the students will understand where to go at the end of the day. ***Please be patient with us*** as we put our new dismissal plan into place. Here at Franklin H. Mayberry Elementary School we are dedicated to protecting each and every child. Let's work together to create a safe school environment.

Sincerely,

Anne Axton-Jones

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