



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 three dismissal groups:
  - a. Walkers
  - b. Parent Pick-up (in person or in a car)
  - c. Bus Rider
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 who walk home toward Chandler St. and Woodlawn Circle will exit the outside doors by Room 12.
  - b. Students who will walk home toward Higbie Drive or Birdie Lane will line up at the front door.
  - c. All walkers will be led off the school property by a staff member.
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.

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



**Dr. Franklin H. Mayberry**  
**Elementary School**  
**Anne Axton-Jones, Principal**  
**101 Great Hill Road**  
**East Hartford, Connecticut 06108**



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.

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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