



2/6/26

Dear JFK Families,

Beginning **Monday, February 9**, we will be implementing new procedures for student late arrivals, early dismissals, and item drop-offs. These changes are being made to reduce congestion in the office and to allow office staff adequate time to complete their work.

Please follow the steps below when you arrive at the school:

Step 1: Ring the bell.

An office staff member will greet you and ask the reason for your visit.

Step 2: State your reason clearly, for example:

- Dropping off my child (please state your child's name)
- My child is arriving late (appointment, overslept, traffic, etc.)
- I am picking up my child for an appointment
- I am dropping off an item for my child.

Step 3:

If you are dropping off money, please place it in the locked box on the wall.

All items must be clearly labeled with your child's name and what the money is for.

Step 4:

Sign your child in or out using the sheets posted on the bulletin board, **or** place dropped-off items on the left-hand side of the wall.

Step 5:

Office staff will open the door for your child to enter or leave the building.

Thank you for your cooperation and for helping us keep the office running smoothly.

Sincerely,

A handwritten signature in blue ink that reads "Kimberly N. Stevenson".

Kimberly N. Stevenson

Principal