

# New Bell Time: 8:20 AM-3:17 PM

Ms. Kimberly Wilson  
Principal

Hello, Laclede Families,

Firstly, Welcome to the 2024-2025 school year! When dealing with hundreds of students every day, making sure everyone arrives and departs school safely and efficiently is a collaborative effort.

**All students may arrive as early as 7:50 AM. (Please note that no staff member will be on duty to receive students prior to 7:50 AM.)**

## **Morning Drop Off and Afternoon Pickup**

-Students can be dropped off until 8:20 AM and picked up until 3:30 PM using the Maffitt street location. After this time, student will need to be dropped off or picked up at DOOR #1 in front of the school building.

**ELEMENTARY-PREK-8<sup>th</sup> Grade students will enter through DOOR #5.**

-All students who are regularly picked up need to have a pickup form with designees on file. Only the people listed on a student's pickup form as designees will be allowed to pick that student up. (PLEASE NOTE THAT THIS IS A MEASURE TO ENSURE THE SAFETY OF ALL OUR STUDENTS AND WE REALLY APPRCIATE YOUR ASSISTANCE IN MAKING THIS HAPPEN!)

\*\*Please remember to be patient. It is almost impossible to drop off and pickup students in a period of a few minutes, without having traffic issues. Be polite, patient, kind, and wait your turn 😊.\*\*

## **Morning and Afternoon Walkers**

-Arrival: Walkers can use the Maffitt street location until 8:20 AM. After 8:20 AM, students must enter DOOR #1 in front of the building.

-Dismissal: Walkers will be dismissed from DOOR #1 in the front of the building @3:10 PM.

## **Bus Riders**

-All bus riders will be released from the cafeteria and exit from DOOR #8, outside of the cafeteria.

## **Transportation Changes**

-If for some reason a change in transportation is needed, an ADULT MUST COMMUNICATE WITH THE OFFICE DIRECTLY!! WE WILL NOT ACCEPT VERBAL INFORMATION FROM STUDENTS!!

When possible, please communicate with the office prior to 1:45 PM. Early notification will allow us time to communicate with the classroom teacher in order to avoid mishaps.

## **SCHOOL CONTACT INFORMATION**

**OFFICE: (314) 385-0546**

Thank you for supporting us in keeping all our children safe.