



John Yeates Middle School

4901 Bennett's Pasture Road
Suffolk, Virginia 23435
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PRINCIPAL

Shawn D. Green

ASSISTANT PRINCIPALS

Marion Looney-Gill

Melanie Patterson

Wendy VanHosen

"HOME of the CHARGERS"

September 2016

Dear Parent/Guardian:

In order to facilitate a safe and smooth 2:00PM dismissal for all children, students not riding the school bus need to be signed out daily by a parent or guardian at the front desk located in the hallway outside of the main office. Parents that need to pick up their child may call the main office no later than 1:45 PM to advise the staff. A member of the office staff will call into the student's classroom and let them know they are not to ride the bus in the afternoon. **No students will be called out of class to wait in the office/front desk area before 2:00 PM unless an authorized parent or guardian is present in the building.** *Please plan accordingly as students may take several minutes to arrive at the front desk/main office area from their scheduled class.*

To expedite dismissal, parents have the option to include their child on the "Daily 2:00 PM" list. This means that you give the school permission to release your child, bypassing the typical main office/front desk sign-out procedure. Once they are approved by the administration, students on the "Daily 2:00PM" list may be picked up at the auditorium. Staff members are assigned to that area to monitor students. A parent/guardian must report to that area in order for their child to be released.

Because of the high amount of vehicles using our parking lot in the afternoon (1:50 PM – 2:10 PM) and a limited number of parking spaces available, it is highly suggested that parents arrive at John Yeates and park in an available space by 1:40 PM. **Students are prohibited from walking through the parking lot unless escorted by their parent or guardian.** Parents should avoid stopping behind parked cars as this creates a traffic jam as well as a potentially unsafe situation. Please discuss with your child a plan for the daily pick-up procedure. If you would like to include your child on the "Daily 2:00 PM" list, to bypass the main office/front desk sign-out procedure, please complete the bottom portion of this letter and return it to the main office.

Sincerely,

Shawn D. Green

Principal

I, _____, would like to include my child on the "Daily 2:00PM" list. Per this request, my child will not have to be signed out at the front desk/main office area. I understand that it is my child's responsibility to wait in the auditorium until a parent/guardian arrives to sign them out for the day. Failure to do so may result in disciplinary action and/or a loss of privilege. ***Please attach to this letter the name and relationship of anyone else who is authorized to pick up your child from the "Daily 2:00PM area."***

Student's Name: (Please print) _____ Grade _____

Parent's/Guardian's Name: (Print print) _____

Parent's/Guardian's Signature: _____

Daytime Contact Number: _____ Date: _____