



**SUNSHINE ACADEMY**  
65 Sunshine Avenue  
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## IMPORTANT: POLICY FOR MORNING DROP OFF

Dear Sunshine Parents,

Being at school on time is a key factor for school success. It is important for students to regularly take part in morning classroom routines. The beginning of the day is prime teaching time and students miss out on important instruction when they are late. Students arriving at different times can also be distracting and disruptive to the class.

We will be putting several measures in place starting in September in an effort to stress the importance of being on time. We hope we can count on your cooperation to ensure your child gets to school on time.

Please see below:

- Each month students who are consistently on time will be recognized at our monthly assemblies.
- Students who are late will have to make up what was missed during the morning recess on that same day. This is not meant as a punishment. The purpose of this is to ensure that your child doesn't fall behind.

**The drop off procedure below will be strictly adhered to;**

- After 7:55 a.m., the school parking lot is **off limits** to parents. There will be a **staff member on duty in the front of the school** to ensure that students are re-directed to the back of the school.
- Students being dropped off at school on time are to be dropped **off at the back of the school** where the bus drop-off is located. Students can be dropped off between 7:55 a.m. and 8:10 a.m.. The bell rings at 8:05 a.m. and a staff member will be at the door until 8:10 a.m. sharp to let students into the building.
- **After 8:10 a.m., students are considered "late"**. Parents must park on the street and enter the school with their child to sign them in. Please be careful not to block driveways. We have been informed that the police will be monitoring this and giving out tickets if necessary. Again, **students MUST be accompanied by an adult into the building if they are late. If a student arrives unaccompanied, they will not be permitted to go to class until a parent returns to school to sign them in.**

**Lateness:**

- 1<sup>st</sup> time a student is late: Friendly reminder
- 2<sup>nd</sup> Time: Communication with the parent
- 3<sup>rd</sup> Time and beyond: Parent and child must meet with the principal before being permitted to go to class.

Should you have any additional questions or concerns regarding this policy, please do not hesitate to contact me.

Respectfully,  
Lisa Larente, Principal

