

September 1, 2022

Dear Parents,

The entrance closest to door # 6 is used for bus drop off and pick up. At approximately 8:20 a.m. to 9:00 a.m. the chain link will close off the driveway near door # 6. This will also happen again at approximately 3:05 p.m. to 3:35 p.m.

Office dismissal pick-ups are as follows: **Door #1 is for A-K; Door #9 is for L-Z**

At no time is parking allowed at Door #9, the Pre-K entrance.

For the safety of all we ask that you adhere to the following:

1. Enter the grounds using the road along the soccer field.
Or
2. Enter the grounds using the north front entrance; this is the entrance closest to the Old Church. Follow along the side of the new church and turn left to enter into the Main back lot.

Either of these choices will allow you to gain access to the school in the safest manner.

For PK/3 and PK/4

Drop off is 9:00 a.m.

Pick up for PK/3 is at Door #1 at 3:00 p.m.

Pick up for PK/4 is at Door #9 at 3:00 p.m.

MORNING CARE

Morning Care will begin at 6:30 a.m. This is a free service for all St. Stephen School families.

AFTER SCHOOL CARE

After school care is available until 5:30 for a fee. Registration is required. The registration forms are available on our website

EPA NOTIFICATION REGARDING ASBESTOS

St. Stephen School is compliant with the U.S. Environmental Protection Agency's Asbestos regulations. The asbestos management report for St. Stephen's is always on file in the school office. Parents are welcome to examine it at any time. This notification is a requirement of the regulation and means that St. Stephen's School building meets all safety standards regarding asbestos.

OFFICE DISMISSAL

You must notify the office if your child will be picked up at dismissal rather than ride the bus. You may write a note, or call or e-mail at sssoffice@ststephensgi.org and Ms. Mistriner at mistrinerj@ststephensgi.org. If there is no response to the e-mail, please call the school. We will not take a child's word for this. Please do not put your child in this stressful position of telling him/her that he/she will be picked up, but fail to notify the office.

Sincerely,

Mrs. Lynn Ortiz
Principal