



HASTINGS ELEMENTARY SCHOOL

**111 East Main Street
Westborough, MA 01581**

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August 14, 2017

Dear Hastings School Families,

Welcome to Hastings School! We are so looking forward to seeing your children on Wednesday, August 30, opening day for students. The faculty and staff have been hard at work getting our school ready for this exciting day. At Hastings, we are committed to fostering the highest academic and personal standards for our students. We believe in a growth mindset, meaning that smart isn't something you are born with, but something you gain by working hard to learn new things, even when it's difficult. The teachers at Hastings are skilled at helping each child reach his or her potential in a nurturing and supportive way.

For the safety and comfort of everyone, please review the following school arrival procedures. **Busses drop students off in the back of the school. If you plan to drive your child to school, you will pull up in a line along the curb in front of the school, and a staff member will assist your child out of the car. Parents, please stay in your car.** It will be helpful to review the morning arrival procedures with your child in preparation for the first day of school. For the first few days, all staff will be available to assist your children as they get off the bus or out of the car, and enter the school.

Kindergarten and Grade 1 Students

1. Students arriving by bus will enter the school through the back entrance closest to the cafeteria, and be directed into the cafeteria by the supervising staff members.
2. Students arriving by car will be helped out by supervising staff members, directed to enter the main front entrance, and into the cafeteria. **Please arrive between 8:30 and 8:40 AM.**
3. The children will join their classmates in the cafeteria, and wait with the supervising staff members until 8:40 AM.
4. Children are dismissed to their classrooms promptly at 8:40 AM.
5. If you arrive between 8:40 and 8:50 AM, and the supervising adults have gone inside, you will have to park your car in the lot, and walk your child into the building. Children should proceed directly to their classrooms.
6. Children who arrive later than 8:50 AM are considered tardy, and must come to the office, **accompanied by their parent or guardian**, to be signed in and receive a late slip.

Grade 2 and 3 Students

1. Students arriving by bus will enter the school through the back entrance closest to their assigned bus waiting area, and join their classmates in their assigned areas.
2. Students arriving by car will be helped out by supervising staff members, directed to enter through the front doors nearest to the gym, and proceed to their bus waiting areas. **Please arrive between 8:30 and 8:40 AM.**

3. Children will wait with their classmates in their assigned areas with the supervising staff members until 8:40 AM.
4. Students will be dismissed to their classrooms promptly at 8:40 AM.
5. If you arrive between 8:40 and 8:50 AM, and the supervising adults have gone inside, you will have to park your car in the lot, and walk your child into the building through the main front door. Children should proceed directly to their classrooms.
6. Children who arrive later than 8:50 AM are considered tardy, and must come to the office, **accompanied by their parent or guardian**, to be signed in and receive a late slip.

Please do not drop children off at school before 8:30 AM, as there are no supervising adults on duty prior to that time. All doors are locked at 8:50 AM for safety.

The Hastings School Open House is scheduled for Thursday, September 14, from 6:30-7:30 PM. You will have an opportunity to visit your child's classroom, meet his or her teachers, and receive information about fall conferences. I am also looking forward to seeing you during this time.

Please know that I will always make myself available to speak with you either by phone or in person if you would like to ask a question, share a concern, or just chat about your child's educational experience. Please call the office to make an appointment. We're looking forward to another great school year.

Fondly,

Leigh Becker, Principal