



## NARRAGANSETT ELEMENTARY SCHOOL

**Lisa Wilson, M. Ed.**  
Principal

55 MUMFORD ROAD  
Telephone (401) 792-9420  
Fax Number (401) 792-9424

Dear Parents/ Guardians,

As we get ready for this school year, it is important that we are prepared for the school year. Dismissal is often a tricky time of day. Routine is best for everyone, and allows students a sense of security knowing where they are going each day. In order for us to make sure everyone gets to their right place at the end of the day- after school activities, the YMCA after school care, bus or pick up area we will need some information.

Please always keep the school informed of the end of the day plans. We provide you with orange slips. This will help you organize how we dismiss your child, and will let us know of daily plans and/or of the occasional change in plans (i.e. early dismissal).

**Early Dismissal:** We encourage appointments to made after school, however, on occasion this is not always possible. If you need to pick your child up early, please do so between 9:00-3:00. After 3:00, we are finishing the day of learning, explaining homework expectations, providing child- either end of the day wrap up or preparing for the next day to come, as well as organizing to go home. Children are called to dismiss to their after school spots (bus, after school activities, YMCA, Pick Up area) at @ 3:22.

If you choose to pick up your child at the end of the day here is the procedure.

Parents/ Guardians will fill out a NES Pick Up Card form.

Parents must fill out an order form in order to receive NES Pick Up Cards. Parents select the people they allow to get their children from school.

Once the form is received, each student will be issued approved NES Pick Up Cards.

**The Parent Pick Up Procedure is as follows:** At dismissal, in order to ensure safety and building security we will not be admitting people into the building at pick up time.

- Parents will line up under the canopy at the front of the school building.
- Doors open @3:30
- A staff member will greet pick up person and ask for identification- the official NES Pick Up Card and a photo id to match. (Both IDs must be presented)
- The child(ren) will be brought to the adult picking them up.

**\*\*\*If you know you will be a parent pick up the first week of school and would like to set up your parent pick up cards prior to school starting, please contact the NES office at 792-9420 to arrange a time to do this.**

**If you cannot, we will arrange once school has started via the use of an order form that will be sent home.**

Sincerely,

Lisa Wilson  
Principal

