

AFTER SCHOOL DESTINATION PLAN GUIDELINES

Ideally, a note in the red folder is the safest way to communicate after school plans for your child. Students should be hearing from parents what their afterschool plans are. If there is a change from their normal plan, parents need to make sure your child knows where they are going. (Unexpected changes can be very confusing for students.)

In the event an emergency occurs and you need to send an email, we ask you to follow these guidelines:

1. Email BOTH lpatterson@kitteryschools.com & msawtelle@kitteryschools.com

Please include all pertinent information, the address where your student will be going, who will be at the bus stop, and bus number.

We require all bus changes to be in writing.

We will respond to each email that we have received it. If you do not hear from us by 12:00, please call the office 207-439-1707.

2. Please use a new emails for each new afterschool plan; do not add to a previous email thread.
3. For safety reasons, we WILL NOT except any changes after 12:00

ABSENT OR COMING LATE TO SCHOOL

Additional reminder: If your student is going to be absent/tardy please call our sick line any time of the day or night, 207-439-1707 and follow the instructions for the sick line. Please make sure to let us know why your child is absent or tardy.