

East Elementary School
Alton Community Unit School District No. 11
1035 Washington Ave.
Alton, IL 62002
phone: (618) 463-2130 fax: (618) 463-2132

Mrs. Lanea DeConcini, Principal

Mrs. Jody Meggos, Assistant Principal

October 2, 2014

Dear Parents/Guardians,

Beginning on Monday, October 6, 2014, we will begin a new student pick-up procedure for parents/guardians.

All students that are being picked up from school either by car or by parents entering the building will be located in the gym. All parents that enter the building will now be asked to enter through the gym lobby doors.

Please be aware that the gym lobby doors will not be unlocked until 2:15. At this time, you are welcome to enter the building and wait for dismissal. Please wait in the area closest to the concession counter, because our kindergarten and first grade students will be exiting through this lobby on their way to their buses.

Our sign-out procedures will remain the same. Two adults will be stationed at the gym door. Upon arrival, please inform the staff of the student(s) you will be picking up. Staff will then call for students from the gym. Our staff will verify that you are on the student's approved pick-up list and ask you to sign them out. Please know that at any time you may be asked to show a current ID.

It is our hope that this new procedure will expedite the pick-up process for everyone. Therefore we are asking for your patience and understanding since with the addition of any new procedure it will initially take a little extra time. We hope to get things running smoothly quickly.

Sincerely,

Lanea P. DeConcini
Principal
East Elementary School