

Milton Summer School Program School Procedures

May 2019

Dear Parents/Guardians,

Below is information specific to students who will attend Northside Intermediate School for one or both sessions.

Drop-Off and Pick-Up Instructions

PLEASE DO NOT DROP OFF YOUR CHILD IN THE BACK PARKING LOT. There is scheduled maintenance of some exterior doors including the back door (door 8) Students can be dropped off at the circle drive at the front of the school on Northside Drive. No one should park to pick up in the back parking lot, as that is for staff only during summer school.

Before School

All doors will be locked. All students will enter at the front doors. Staff will be available inside the front doors to help students find their classrooms during the first week and as needed thereafter.

Between Sessions

- Some students are only taking 1st session. Those students leaving after the 1st session wait for parent pick-up in the front of the school. Pick up time is 9:45 a.m.
- Students who attend 2nd session at a different school will exit the front doors and staff will assist them in loading shuttle busses.
- Students staying at Northside for 2nd session will be dismissed to go to the playground for a recess break between sessions.

After School

All students will EXIT the building out of the doors at the front of the building. Students should be picked up in the front circle drive.

Construction and Safety Note

Some exterior doors will be replaced at Northside during Summer School, including the back door (door 8). This area will be blocked off for student safety. Please DO NOT instruct your child to meet you in the back parking lot for pick up.

If you have any additional questions or concerns, please feel free to call our summer school number at 608-868-9575.

Thank you for your cooperation!

Sincerely,

Sarah Stuckey & Matt Biederwolf
Summer School Administrators