



# MAYFAIR

ELEMENTARY SCHOOL  
THE WORLD IN A NEIGHBORHOOD SCHOOL



August 14, 2023

Dear Parents and Guardians,

We hope all of our Mayfair families have enjoyed their summer! I am reaching out with updates in regards to first-day-of-school procedures for new and existing Mayfair families:

### Morning Admission Procedures

- Please read and review the enclosed admission and dismissal plan for the entire 2023-24 school year. These procedures are how we will enter and exit the building during the 2023-2024 school year.
- We will operating on **one bell schedule** this academic year:
  - Grades K-8: Arrival at 8:15 AM and Dismissal at 2:54 PM
  - No students or families should arrive to the Mayfair Campus before 8:10 AM
  - No students will be permitted to enter the building before 8:15 AM regardless of the weather
- All classroom school supplies (paper towels, hand wipes, copy paper, etc.) should **not** be brought to school on the first day, 9/5/23; please bring these supplies on the second day, 9/6/23.

### Kindergarten Half Days

- All kindergarten students in all School District schools will be dismissed from school early on the **first 5 days** of school (September 5th-8th, and September 11th).
- Please plan accordingly for the early pickup of your child at 11:54 AM on these dates.

With everyone's cooperation, we are excited to safely welcome all of our Mayfair students back to school!

Wm. Day  
Principal

# FIRST DAY PROCEDURES

## Tuesday, September 5, 2023

### All Kindergarten & Grades 1-2 Students at Mayfair School

- All Kindergarten and Grade 1-2 students will arrive and enter the Mayfair School through the Main School Yard beginning at 9:00 AM. Please do not arrive before **9:00 AM**.
- Kindergarten and Grade 1-2 teachers and staff will be in the Main School Yard to provide your child's new homeroom class for this year and transition students to their new classes by 9:30 AM.

### Grades 3-8 Students New to Mayfair School

- All students new to Mayfair School (**did not attend Mayfair during the 2022-23 school year**) in grades 3-8 will arrive and enter the Mayfair School auditorium beginning at 10:00 AM through 10:15 AM. Please do not arrive before **10:00 AM**.
- New class assignments will be provided in the auditorium.
- Students will be escorted by teachers to their new classes.

### Grade 3 Students Returning to Mayfair School

- All students who attended the Mayfair School last year and are entering Grade 3 this year will line up, enter the building via the Main School Yard Doors, and report to their homeroom classroom from *last year* (2022-23).
- Grade 3 students will enter the building at **8:15 AM** through the Main School Yard Doors (please see the attached campus map for entrance door location).
- Teachers will provide your child's new homeroom class for this year and transition students to their new classes by 8:45 AM.
- Beginning Wednesday, September 6, 2023, Grades 3 students will enter the building PTEC doors on St. Vincent and report directly to their homeroom classroom **no earlier than 8:15 AM** and will be marked late after 8:25 AM.

### Grades 4-5 Students Returning to Mayfair School

- All students who attended the Mayfair School last year and are entering Grades 4-5 this year will line up, enter the building via the PTEC doors on St. Vincent, and report to their homeroom classroom from *last year* (2022-23).
- Grades 4-5 students will enter the building at **8:15 AM** through the PTEC doors on St. Vincent (please see the attached campus map for entrance door location).
- Teachers will provide your child's new homeroom class for this year and transition students to their new classes by 8:45 AM.
- Beginning Wednesday, September 6, 2023, Grade 4 students will enter the building PTEC doors on St. Vincent and report directly to their homeroom classroom **no earlier than 8:15 AM** and will be marked late after 8:25 AM.
- Beginning Wednesday, September 6, 2023, Grades 5 students will enter the Princeton Addition Yard Doors on Princeton Avenue and report directly to their homeroom classroom **no earlier than 8:15 AM** and will be marked late after 8:25 AM.

## **Grades 6-7 Students Returning to Mayfair School**

- All students who were Mayfair students last year and are entering grades 6-7 this year will enter the building and report to their homeroom classroom from *last year* (2022-23).
- Grades 6-7 students can enter the building beginning at **8:15 AM** through the Princeton Addition Yard Doors (please see the attached campus map for entrance door location).
- Teachers will provide your child's new homeroom class for this year and transition students to their new classes by 8:45 AM.
- Beginning Wednesday, September 6, 2023, Grades 6 students will enter the Princeton Addition Yard Doors on Princeton Avenue and report directly to their homeroom classroom no earlier than 8:15 AM and will be marked late after 8:25 AM.
- Beginning Wednesday, September 6, 2023, Grade 7 students will enter the building through Hawthorne St and report directly to their homeroom classroom **no earlier than 8:15 AM** and will be marked late after 8:25 AM.

## **Grade 8 Grade Students Returning to Mayfair School**

- All students who were Mayfair students last year and are entering Grade 8 this year will enter the building and report to their homeroom classroom from *last year* (2022-23).
- Grade 8 students will enter the building through Hawthorne St at 8:15 AM (please see the attached campus map for entrance door location).
- Teachers will provide your child's new homeroom class for this year and transition students to their new classes by 8:45 AM.
- Beginning Wednesday, September 6, 2023, Grade 8 students will enter the building through Hawthorne St and report directly to their homeroom classroom **no earlier than 8:15 AM** and will be marked late after 8:25 AM.

## **DAILY ADMISSION AND DISMISSAL PROCEDURES**

### **Wednesday, September 6, 2023 and onward**

#### **Kindergarten & Grades 1-2 General Admission @ 8:15 AM**

- As of Wednesday, September 6, 2023, students in Kindergarten and Grades 1-2 will line up in the Main School Yard **NOT before 8:10**, greeted by their teacher, and enter the building beginning at 8:15 AM.
- Homerooms will be marked. **Students are to be dropped off and parents are directed to step away from the lines.**
- Students arriving after 8:25 AM will be marked late.

#### **Kindergarten & Grades 1-2 Dismissal @ 2:54 PM**

- Students in Kindergarten and Grades 1-2 will be dismissed directly to the Main School Yard Doors, escorted by their teachers, and lined up in the same lines as morning admission. Parents are directed to stay away from the lines, and the teacher will dismiss the students to them.

### **Grades 3-4 General Admission @ 8:15 AM**

- Students in Grades 3-4 **will line up** along the school wall and will enter the building through the PTEC Doors closest to the Mayfair Community Center on St. Vincent Street and report directly to their homeroom classes beginning at 8:15 AM. **STUDENTS SHOULD NOT arrive to campus before 8:10 AM.**
- Students arriving after 8:25 AM will be marked late.

### **Grades 3-4 Dismissal @ 2:54 PM**

- Students in Grade 3 will be dismissed directly to the PTEC Doors closest to the Mayfair Community Center on St. Vincent Street, escorted by their teachers, and lined up by homeroom. Parents are directed to stay away from the lines and behind the gate on St. Vincent Street, and the teacher will dismiss the students to them.
- Students in Grade 4 will be dismissed on their own through the PTEC Doors closest to the Mayfair Community Center on St. Vincent Street.
- Parents of students in Grade 4 must make arrangements with their child either to walk home or to meet at a designated location **outside of the school** - please do not loiter or stand near the PTEC Doors.

### **Grades 5-6 General Admission @ 8:15 AM**

- Students in Grades 5-6 enter the building beginning at 8:15 AM.
- Students enter the building through the Princeton Ave. Addition Doors and report directly to their homeroom classes beginning at 8:15 AM. **STUDENTS SHOULD NOT arrive to campus before 8:10 AM.**
- Students arriving after 8:25 AM will be marked late.

### **Grades 5-6 Dismissal @ 2:54 PM**

- Students in Grades 5-6 will be dismissed on their own through the Main Doors located on Princeton Ave.
- Parents must make arrangements with their child either to walk home or to meet at a designated location outside of the school.

### **Grades 7-8 General Admission @ 8:15 AM – 8:25 AM**

- Students in Grades 7-8 enter the building beginning at 8:15 AM. **STUDENTS SHOULD NOT arrive to campus before 8:10 AM.**
- Students enter the building through the Hawthorne St. Doors and report directly to their advisory classes.
- Students arriving after 8:25 AM will be marked late.

### **Grades 7-8 Dismissal @ 2:54 PM**

- Students in Grades 7-8 will be dismissed on their own through the Main Entrance Doors.
- Parents must make arrangements with their child either to walk home or to meet at a designated location outside of the school.

# Mayfair Elementary School Campus Map



## #1 – Main Entrance Doors

- Parents with an appointment may meet with school personnel at this entrance.
- All late arriving students will utilize this entrance after 8:25 AM
- Students in Grades 5-6 will dismiss **out the Main doors** at 2:54 PM.
- Students in Grades 7-8 will dismiss through these doors at 2:54 PM.
- Parents must make arrangements with their child to meet outside the campus.

## #2 – Princeton Avenue Addition Doors

- Students in Grades 5-6 will enter these doors daily from 8:15 AM.
- Students assigned to Grades 5-6 classrooms will NOT DISMISS from these doors.

## #3 – Main School Yard Doors

- Students in Grades K-2 will line up in the Main School Yard and be escorted by their teachers through these doors daily at 8:15 AM.
- Students in Grades K-2 will line up and be dismissed by their teacher to their families at 2:54 PM.

## #4 – PTEC Doors

- Students in Grades 3-4 enter here at 8:15 AM and will dismiss out these doors at 2:54 PM.
- Students in Grade 3 will line up and be dismissed by their teacher to their families.
- Parents of students in Grade 4 must make arrangements with their child to meet outside the campus - please do not loiter or stand near the PTEC Doors

## #5 – Hawthorne Street Doors

- Middle School grades 7-8 students will enter these doors daily from 8:15 AM.
- Middle School grades 7-8 students will dismiss through the Main doors at 2:54 PM.

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