

**Ridgcroft School**  
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Accredited by  
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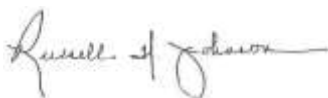
September 18, 2019

Dear Parents & Ridgcroft families,

I write this letter to address a concern that has recently been brought to my attention. In the mornings, some students are dropped off very early. These students are often unsupervised because many teachers are still arriving and getting organized for the day. Because of this, we are introducing a new procedure. **Starting Monday, September 23<sup>rd</sup>, any student (K-12) who is on campus from 7:15am-7:45am must report to the Media Center to be supervised by Ms. Nikki Robertson.** Please do not drop off your student before 7:15am. Ms. Robertson will release students at 7:45am to go to their classrooms where their teacher will be ready and in place to welcome students.

We introduce this new procedure in hopes to keep all students safe while on campus and to also allow teachers proper time to prepare for their day. There is no fee associated with this morning supervision, as it is not being put in place as a means of childcare. Instead, we understand many families have work obligations that require students to be dropped off early and we want to be able to accommodate those needs and students. Please do not hesitate to contact me if you have any questions or concerns about this new procedure.

Thank you,



Russell Johnson, Headmaster