



# Pace Charter School of Hamilton

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November 20, 2018

Dear Parents:

I am writing to remind you that the start time at Pace Middle School is 8:00 AM. The doors are open at 7:30 AM for you to drop off if needed. It is imperative that you make it a priority to get your child to school each day on time. Dropping your child off late is a disruption to your child's schedule, the teacher, and the main office.

Effective immediately, 5 late drop offs in one month will count as 1 day absent.

All **late arrivals** require a parent or the person dropping off to come into the school building with your child to sign him/her in. We cannot allow students to be left at the front door unattended without you present.

Furthermore, School dismisses at 3:15 PM daily. If your child is not picked up and sent to the aftercare program you will be charged a late fee. All late fees must be paid within 1 week of the late pick up. Failure to pay will result in your child not being permitted to attend any school function or trip.

Please do not hesitate to contact me.

Respectfully submitted,

Deborah A. Pontoriero

Chief School Administrator.

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Approved by the Board of Trustees