PENN VALLEY ELEMENTARY SCHOOL

301 RIGHTERS MILL ROAD ◇ NARBERTH, PA 19072
PHONE: (610) 645-1460 ◇ FAX: (610) 664-7370 ◇ WWW.LMSD.ORG

DISMISSAL CHANGES

Any planned changes to your child's dismissal must be sent to the classroom teacher by way of a written note. A written note must be sent for each day dismissal plans will differ from his/her regular dismissal routine.

We realize that there are times when you forget to send in a note or didn't know you needed to make a dismissal change until after your child has left for school that morning. If this happens, **please call the Main Office. Alternative dismissal arrangements that must be received same day should not be sent electronically.** Staff members routinely check their email before and after school. However, important messages that must reach staff immediately should be sent through the office or via a written note.

Please be sure to request all same day dismissal changes PRIOR TO 3:00pm.

Thank you for your cooperation!