



ROBERT F. MUNROE  
DAY SCHOOL  
*Established 1970*

Dear Parents,

On behalf of our school and staff, I am happy to welcome you to the 20-21 school year at Robert F. Munroe Day School. We are looking forward to a productive partnership with you to ensure our students can achieve their highest potential. We know that a strong partnership with you will make a big difference in your child's education. This is a difficult time for everyone and I want to ensure that your child's safety during the Covid-19 era is our utmost priority.

As the Lower School Head, I would like to welcome Kindergarten to the main campus and to our Lower School Team. I look forward to getting to know you and your child in the upcoming year. It is very important to get our lives back to normal and it is our mission to help every child feel welcome, connected, and to be an important part of our Munroe family.

Don't forget about your child's open house set for Saturday, August 8. Teachers are working hard to prepare for the school year. As this date gets closer, you should receive an email with the date, time, and link to connect through google meet to learn important information and meet your child's teacher for this upcoming school year. I look forward to seeing each of you.

As I conclude my letter, I would like to mention the importance of morning drop off and afternoon pick up times. Safety is our main concern. Due to this pandemic, we have altered our start times and it is important that you follow the drop-off and pick up times closely.

### **Drop Off and Pick Up Times**

#### **Kindergarten - 2nd Grade**

Drop Off Window - 7:45 - 8:00  
School Day - 8:00 - 3:00  
Pick-Up - 3:00 - 3:15  
Aftercare - 3:15 - 5:45

#### **3rd Grade - 5th Grade**

Drop Off Window - 8:00 - 8:20  
School Day - 8:20 - 3:15  
Pick-Up - 3:15 - 3:30  
Aftercare - 3:30 - 5:45

If you are unable to pick up your child by the designated time, they can attend aftercare. Aftercare hours are 3:15 - 5:45 and you will be charged a small fee. This is a safe place for your child to do homework and have social activities with other students.

Please feel free to contact me at [melissa.darby@rfmunroe.org](mailto:melissa.darby@rfmunroe.org) if you have any concerns or questions throughout the year. I look forward to working closely with you as a team to help each student meet their goals and have a successful school year.

Sincerely,

Ms. Melissa Darby  
Head of Lower School  
Intermediate Math Teacher  
Aftercare Coordinator

Office of the Head of Lower School  
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