

To: Anna B. Day Community
From: A. B. Day Administrative & Climate Teams
Re: School Day Delivery Policy
Date: 25 August 2025

To ensure the safety of our students, maintain an optimal learning environment, and respect instructional time, effective Thursday, August 28, 2025, Anna B. Day School will implement revised procedures for items dropped off during the school day. The practice of immediate delivery of lunches, school fees, permission slips, and other personal items to students and staff will no longer continue.

- Any items, including student lunches, forgotten school supplies, or administrative documents, dropped off at the main office during school hours will be placed in a designated area for pick-up.
- School personnel will not be pulled from instructional, supervisory, or administrative duties to facilitate the delivery of these items.
- Instructional time will not be interrupted for the retrieval or delivery of dropped-off items.
- The school makes no promises or guarantees regarding the immediate or timely delivery of items dropped off during the school day. We strongly encourage students to come to school prepared with all necessary materials, including their lunches.

It is important to note that all students at A. B. Day School are provided with nutritious breakfast and lunch at no cost to families. This ensures that every student has access to a meal during the school day.

If you have any questions, you can contact the climate manager, **Richard Robinson**, at **(215) 400-3520**, or via email at rrobinson@philasd.org.

Respectfully submitted,

Karen White
Principal

Frances Schmuckler
Assistant Principal

Richard Robinson
Climate Manager