

Dear Parent(s),

As we begin the 2017-2018 school year, I would like to review with you School 4's Drop Off and Pick Up procedures. Below please find a detailed explanation of the procedures we have put in place.

Kindergarten Reports/Dismisses 8:40-2:45

Grades 1-6 Reports/Dismisses 8:30-2:55

Kindergarten: Students can begin to report to school at 8:30

Grade 1-6: Students can begin to report to school at 8:20

Students in the Breakfast Program can report through the front door at 8:00

Outdoor Days

Kindergarten Drop off: Teacher Aides will be outside at 8:30 to meet your children and bring them to their class lines.

- During this time we ask that you release your child to the aide and stand behind the fence.
- Please **DO NOT PARK** in the "Kiss and Drop Zone: (the yellow/white lines in the street). This area is used for you to drop off your child. Cars that stay parked in this area contribute to the back up in traffic.

Kindergarten Pick up: Teachers and Teacher Aides will dismiss your child from the assigned doors (Please refer to the list below).

- During this time we ask that you keep the stairs clear. Your teacher will see and identify you and release your child to you. Your child will not be released to anyone that is not on the teachers release list.

Ms. LaSpina and Mrs. Fontaina- Parking Lot Door

Mrs. Perez and Mrs. Makdis - Cafeteria Door

Mrs. Benevento and Mrs. Wilkins- Lawton Avenue Doors (North East Side)

Mrs. Piccirillo, Mrs. Salviano, Ms. Maurer- Lawton Avenue Doors (North West Side)

Grades 1-6 Drop off and Pick up: Please continue to enter and exit through the doors assigned to you at the beginning of the year.

Grade 1 & 2 will line up in the parking lot

Grade 3 & 4 will line up in the parking lot

Grade 5 & 6 will line up in the front of the school

Kindergarten Indoor Days: During Indoor days your child will enter through the back doors on Lawton Avenue. A Teacher's Aide will be at the door to meet your child and your child will then be escorted to the gym. In the gym your child will line up with proper supervision.

Grades 1-6 Indoor Days: During Indoor days your child will enter through the Front doors on Columbia Avenue or the back doors on Lawton. Your child will then be directed where to go.

With your dedication and support I feel confident in the success and most importantly safety of the Drop off and Pick up procedure.

Your Partner in Education,
Mrs. Jaclyn Roussos
Principal