



Excellence in Education

Stratford Road Elementary School

33 Bedford Road
Plainview, New York 11803

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www.pobschools.org

Alison Clark
Principal

Lynn Winters
Assistant Principal

November 2015

Dear Parents/Guardians:

We hope that the opening of school has been a positive experience for your child. As always, we continue to review our arrival and dismissal procedures to ensure that our school runs safely and smoothly.

Arrival

- There is **no** supervision in the building before 9:00 a.m.; therefore, no child should be dropped off before that time.
- Should you drop off your child after 9:15 a.m. and there is no adult supervision outside, you must park your car and walk your child into the building.
- Cars should form one line entering from Essex Road. Children are to be discharged along the green section of the curb from the passenger side of the car **only**, never from the driver's side.
- At **no** time should a driver leave the car unattended while in the drop-off/pick-up line.
- Drivers must wait until the cars in front of you move; do not drive around other cars as this may impede thru traffic.

Dismissal

- Any time there is a change to your child's dismissal routine, it is imperative that you notify the main office **before 2:00 p.m.** This is to ensure that your child feels comfortable with the change and we can tell the teacher in time.
- Parents of children enrolled in Child Care are reminded to write two notes (one to the child's teacher and one to Child Care) if your child will **not** be attending that afternoon.
- Walkers are dismissed from 3:06-3:15pm.
- If you plan to pick up your child rather than have him/her take the bus home, your note **must** specify if you will be on the car line or walking. Students will be dismissed in two lines—one for cars and one for walkers.
- Please note that children being picked up by car will be escorted out first. Walkers will then be escorted outside. All walkers will be waiting behind the yellow line. No child will be released until the parent/guardian is recognized by our staff.

Thank you for your understanding and cooperation.

Sincerely,

Alison Clark, *Principal*

Lynn Winters, *Assistant Principal*