



HAUPPAUGE PUBLIC SCHOOLS
BRETTON WOODS ELEMENTARY SCHOOL
1 Club Lane
P.O. Box 6006
Hauppauge, New York 11788

George Gagliardi
Principal

August 2017

Welcome Back Guidelines for the Start of School – Wednesday, September 6, 2017

Welcome to a new school year at Bretton Woods. A new school year presents opportunities for various beginnings: new teachers, new classes, new friends, and the introduction to a new curriculum. I sincerely hope you had time to relax and enjoy some summer days and are ready for your child to return to school.

The first day of school is Wednesday, September 6th. The official hours for the school day are 9:00 a.m. to 3:30 p.m. Teachers mark attendance at 9:10 a.m. and students who arrive after 9:10 a.m. will be marked tardy.

KINDERGARTEN Parents: At orientation you received a tag for you to write your child's name, class, and bus assignment. Attach this tag to your child's clothing or backpack everyday.

Absence Procedures

Please call the nurse's office when your child is absent. The phone number is 582-6639. As required by the New York State Education Department, when your child returns to school, you are required to send in a note regarding the reason for your child's absence. In order for your child to be legally absent from school on a religious holiday, written notification must be submitted to the classroom teachers. Whenever possible, all appointments for dental, medical, etc. should be made after school.

Important Information for Arrival & Dismissal of Students

The safety of our children and the flow of traffic at the entrance to our school during arrival and dismissal are of the utmost concern. We have measures in place to help ensure student safety. It is essential that you observe the following procedures:

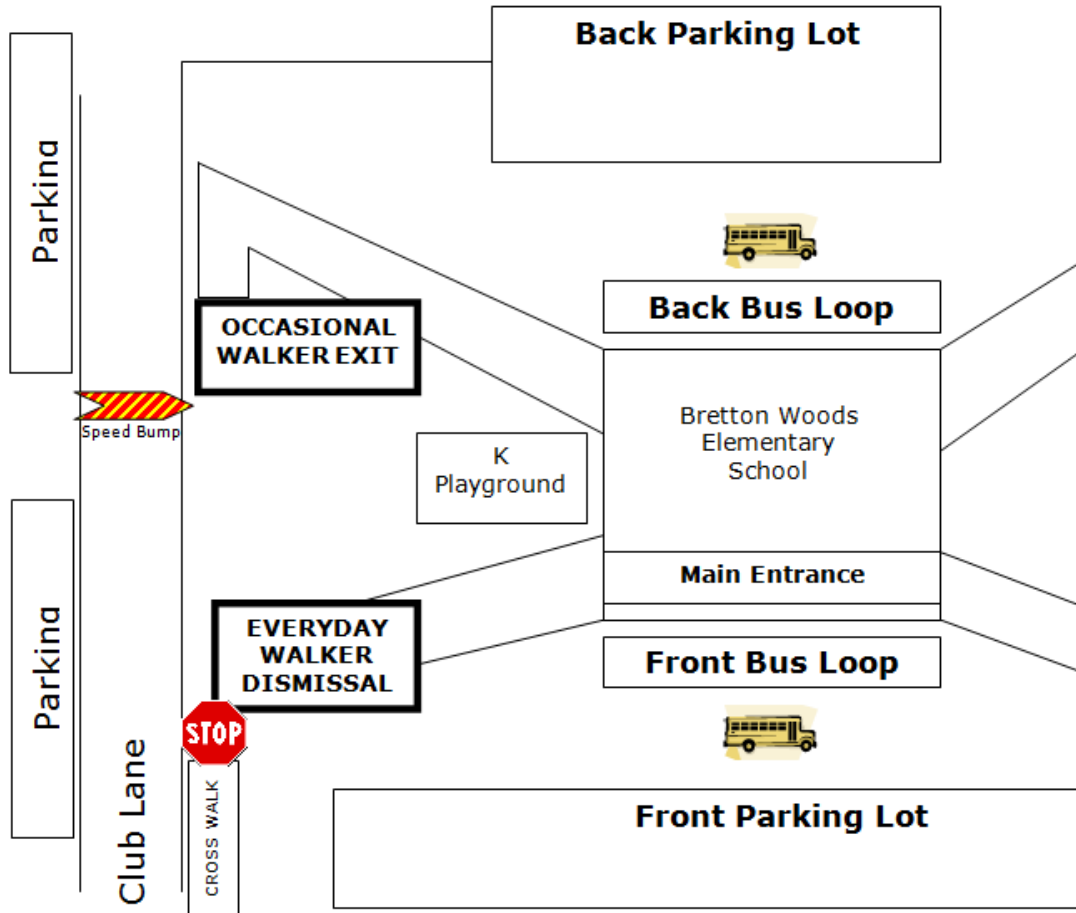
- **Busing Students** - Bus pickup will be provided for children in accordance with the schedule that will be determined by the Transportation Department. A reminder from our District Transportation Supervisor: **"Students will not be permitted to ride on any bus other than their assigned route."** (Transportation 631-870-5787)
- **Dropping off Students** – Upon arrival to school, please adhere to our system for traffic flow. There will be several staff members to assist parents as they travel along the traffic lane designated by painted lines. Cars must travel in a single lane and wait their turn to follow our *STOP*, *KISS*, and *Go* procedure. Please do not stop and get out of the car as this holds up the flow of traffic. If you need to get out of the car, please pull into a parking spot.
- **True Walkers** – Students who do not have access to buses (due to the location of their home) will be the first to be dismissed at 3:15 p.m. at the **everyday walker** exit (see map).
- **Everyday Walkers** - Students who have opted out of the bus services provided by Hauppauge Public Schools will also be dismissed from the **everyday walker** exit (see map).
- **Occasional Walkers** -Students who usually ride the bus, but occasionally utilize the walker dismissal, must bring in a note stating that they will not be taking the bus and will be dismissed at our **occasional walker** exit (see map).
- **No student will be released to anyone other than a parent/guardian, unless that person is listed as an emergency contact.**
- Identification must be presented before a student will be released.

- **Parents of walkers are asked to arrive at the dismissal exits by 3:15 p.m.** No parent will be admitted to the building through any of these doors. Parents are asked to bring an umbrella and dress appropriately during inclement weather to protect themselves and their children from the elements.
- **The Main Entrance has been designated as an *exit only* after 3 p.m.** The lobby must be cleared prior to 3 p.m. Please do not arrive in the front lobby after 3 p.m. to pick up your child. This allows for a safe and orderly dismissal.

(Note: In case of an **emergency**, please call the main office by 2:30 p.m. if you need to change your child's daily dismissal procedure.)

- Please be aware that the **STOP SIGN** at the main entrance must be observed, as Club Lane is a very busy road for arriving staff and this area is a designated crosswalk for our students who are walkers.

We appreciate your patience, support and cooperation in our efforts to keep your children safe.



Please sign below that you have read and understand the walker dismissal procedure for the 2017-2018 school year.

✂ _____

Student's name _____ Class _____

Please check one of the following:

_____ My child is a *true* or *everyday* walker. Please release my child to the following adults (include your name):

_____ My child is assigned to the following bus: Bus _____

Parent/Guardian signature: _____

Please sign and return this slip to school on the 1st day of school - September 6th.

IMPORTANT