



## WESTORCHARD ELEMENTARY SCHOOL

Chappaqua Central School District  
25 Granite Road, Chappaqua, New York 10514  
914-238-6250 Fax: 914-238-6885

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JAMES SKOOG  
Principal

CATHLEEN WINTER  
Assistant Principal

### **STUDENT DROP OFF and PICK UP PROCEDURES**

September 25, 2007

Dear Parents,

Welcome Back! We want to take this opportunity to remind you of some important procedures at school.

#### Student Drop Off

We encourage all children to take the bus to and from school, but if you must drive to school, it is important to quickly drop off your child and make way for the cars waiting behind you.

Students may be dropped off at school after 8:45 AM. There is no one to supervise them until that time. Please use one of the first two turn-offs to drop off at the designated location in front of the kindergarten playground. Please do not pull into the first turn-off or bus circle. Reminders:

- Drive slowly.
- Pull up to the curb at the drop off area.
- Students should exit vehicles on the curb side only.
- Parents should not exit the vehicle.

“Drop-off” time is not the time to give your child a bus note, absence note, lunch money etc. If you need to get out of the car to help your child, please park in a parking space and walk your child to the sidewalk. There are 55 parking spaces in the rear of the building. No cars are allowed in the front circle until after 9:15AM when all the buses have unloaded.

#### Pick-up Procedures

If you are picking your child up from school, please be sure to write your pick up note for **3:30PM**. Since no cars are allowed on Granite Road from 2:45-3:30, parents who wish to pick up their children may do so from 3:30 to 3:40 after the buses have departed. The children will be in the cafetorium waiting to be signed out. Children must be signed out by an adult. If you arrive early, please wait in the cafetorium, near the garden wall, until the sign out sheets have been put out by our staff.

Our first concern is the safety of all the children at Westorchar. Please help us keep drop-off and pick-up safe and orderly. If you have any questions please don't hesitate to contact Mrs. Winter.

Sincerely,

James Skoog  
Principal

Cathleen Winter  
Assistant Principal