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# ROSLYN

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## PUBLIC SCHOOLS

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Box 367, Roslyn, NY 11576-0367 [www.roslynschools.org](http://www.roslynschools.org)  
East Hills School, 400 Round Hill Road, Roslyn Heights, NY 11577  
[Heights School, 240 Willow Street, Roslyn Heights NY 11577](#)  
[Harbor Hill School, 3 Glen Cove Road, Greenvale, NY 11548](#)

August 25, 2017

Dear Families,

We hope you are all enjoying your summer and savoring these last few days before school begins. In anticipation of the start of school, we would like to take this time to review our dismissal procedures with you to ensure the safety of all of our children. The information below indicates the appropriate procedures to follow for the various dismissals during the school year.

### **NOTE WRITING**

All notes regarding your child must include the **date**, your **child's first and last name**, the **teacher's name**, a **telephone number** and a **signature**.

### **EARLY PICK-UPS**

While we encourage parents to schedule medical and dental appointments during non-school hours, we understand that an **emergency situation** may occur where your child must keep an appointment during the school day. When this situation occurs, we ask that **a note be sent to the school with your child stating the reason, date, and time for dismissal**. Parents are required to go to the front desk. Since classroom instruction does occur until dismissal, your child will be called down only when the parent arrives. **Early pick-ups should not occur on a regular basis. UNLESS IT IS AN EMERGENCY, PLEASE DO NOT SIGN YOUR CHILD OUT BETWEEN 2:00pm and DISMISSAL AT HARBOR HILL and BETWEEN 2:50pm and DISMISSAL AT EAST HILLS and HEIGHTS**. Early pick-ups will be monitored, so that instruction is not interrupted, and to ensure the academic and social growth of all children.

### **PICKING UP A CHILD**

All parents who pick up their children at dismissal must provide the school with a **written note in the morning** and be prepared to offer a photo ID in the afternoon. **Email should not be used** to notify school of pick-ups. If an emergency occurs and you did not send a note in the backpack, please call the main office. Then, you will be requested to email a note. These requests should not occur after 11:00am at Harbor Hill or after 12:00pm at Heights and East Hills.

- At Heights, parents or other approved adults will meet the children in the cafeteria at 3:00pm.
- At East Hills, all children will be dismissed through the faculty room door by their teachers at 3:20pm.
- At Harbor Hill, the gym doors will open to allow parents and other adults authorized to pick up their children in the gym. The children will be dismissed by their teachers at 2:25pm.

### **PERMANENT PICK-UPS**

Children may be picked up by another parent as part of a regularly scheduled car pool, such as, religious education, child care and sporting activities. A written request subject to approval by the building administrator will be required for all regularly scheduled car pool arrangements. Car pool request forms are available in the office, as well as attached to this email. Please send in the form with your child or mail the form to your child's school.

### **DISMISSAL PROCEDURES**

- **UNDER NO CIRCUMSTANCES WILL WE ACCEPT CARPOOLS FOR PLAYDATES NOR WILL WE ALLOW A PICK-UP FOR PLAY DATES.**
- A play date must occur after the children are home or can occur if both parents pick-up their own children at school.
- In an **emergency only**, children may be picked up by another parent. Parents will need to speak to a building administrator in the case of an emergency situation.
- **Two notes need to be sent in for this situation.** The first note is by the parent of the child who is going home with a different parent. The second note is by the parent who will be taking home the child.
- All children will be dropped off at their designated bus stop. Bus stop changes are **NOT** permitted. This is to ensure the safety of the children when being released by the bus driver.
- Bus changes are not permitted. All students must go home on their designated buses.

### **SPECIAL PROGRAMS**

- **Intramurals**
  - Bus transportation is provided after the intramural programs. All parents must return the tear off sheet indicating the method of transportation from the intramural program to home. If your child is being picked up after the program a note is required.
- **JCC Bus**
  - Children enrolled in the Sid Jacobson JCC classes and scheduled to ride the JCC bus on a designated day will NOT be permitted to ride home on their regular bus if they change their plans. They must ride the JCC bus as scheduled or get picked up at school.
  - Parents must communicate to **both** their child's school and the Sid Jacobson JCC facility, by 11:30 a.m., regarding a child not attending the program on any given day. The school will require a written pickup note for dismissal.

We appreciate your attention to the above procedures which will ensure the safety of all our children.

Sincerely,

Melissa Krieger  
East Hills Principal

Jessica Kemler  
Harbor Hill Principal

Regina Colardi  
Heights Principal

Nichole Lewis  
East Hills Assistant Principal

Mary Wood  
Harbor Hill Assistant Principal

Michelle Hazen  
Heights Assistant Principal

# CAR POOL APPROVAL FORM

(PLEASE PRINT)

YOUR CHILD \_\_\_\_\_ Grade \_\_\_\_\_

NAME OF PROGRAM \_\_\_\_\_

(DESTINATION)

DAYS OF THE WEEK: MON. TUES. WED. THURS. FRI.  
(CIRCLE ALL THAT APPLY)

FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
(START DATE) (ENDING DATE)

## NAMES OF OTHER STUDENTS IN THE CAR POOL

Student's Name	Teacher/Grade

Teacher's Name \_\_\_\_\_

Parent's Name (Print) \_\_\_\_\_ Phone/Cell \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date Submitted for Approval \_\_\_\_\_

APPROVED: \_\_\_YES \_\_\_NO

\_\_\_\_\_/\_\_\_\_\_  
Principal's Signature Date