



January 30, 2015

Dear Parents/Guardians:






The end of the school day is an extremely important time for educators, especially in an elementary school. Our primary role during dismissal is to make sure our students get to the right location. Often times, our students have a change in dismissal which requires a note from home.

The main office is requesting that all students bring in **two pick-up notes** for any change in dismissal – one for the school and one for the bus driver/pick-up circle. When students have a change in dismissal, they are required to hand a note to their bus driver or to the aides in the cafeteria.

In the past, our classroom teachers have written the duplicates for their students. This can become quite a daunting task, especially on Fridays, which seem to historically be our most popular day for play dates. At times, teachers can spend an entire prep period rewriting these pick-up notes. This time would be better spent planning lessons and preparing new units of study. With our students traveling to a number of different locations after school, it will help tremendously if the notes come directly from home. As a reminder, if a change in dismissal needs to be communicated during the school day due to an emergency, please call the main office at 516.692.7900 instead of sending an e-mail. This will ensure the correct information is communicated to your child.

Where can I find pick-up notes?

Pick-up notes can be found on our school's website. Details below:

-  Go to **www.csh.k12.ny.us**
-  Select **West Side School** under the **Our Schools** tab at the top of the page.
-  Click on the **For WSS Parents** tab on the left and select **Forms**.
-  Finally, click **WSS Late Note / Absence Note / Change of Transportation Note**
-  Parents have the ability to type in the information needed and print two copies.

Thank you for your continued support!

Regards,

Kurt Simon

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