

**Ogden Elementary School
Hewlett-Woodmere School District**



TO: Parents/Guardians
FROM: Bob Machado
DATE: August 2024
RE: Arrival-Dismissal Procedure

We would like to inform you that there will be changes to the arrival and dismissal procedures for the 2024-2025 school year. This adjustment is being made to help both staff and students prepare effectively for the day ahead, as well as to enhance the safety of our students during dismissal. We believe that these new procedures will create a more organized environment and allow us to better support our students as they transition in and out of school each day. Thank you for your cooperation and understanding.

ARRIVAL: (All locations will be supervised by staff members.)

Students will be let into the building at 7:50 am and proceed to the following locations to sit with their grade:

- | | |
|--------------------|--------------------|
| Grade 2- Front gym | Grade 4- Back Gym |
| Grade 3- Back Gym | Grade 5- Front Gym |

At 8:05, students will be sent to their classrooms to start their day.

*Any students wishing to get breakfast, will go to the cafeteria at 7:50. Students in band, chorus, orchestra will be able to get breakfast around 8:15.

NOTE: For the first day of school only, students will meet their teachers outside for arrival. Remind your child to look for their class sign located by a street cone.

DISMISSAL:

<i>BUS</i>	Students will line up in the front gym by bus number. Once attendance is taken, students will be escorted to their bus. No parents should be in this dedicated space.
<i>PICK-UP</i>	Students who are getting picked up will meet their parent/guardian at the designated pick-up area at the side gate. See image below.
<i>AFTER-SCHOOL CLUBS</i>	Students meet their coach/instructor in the back gym.

