

Alden Primary School

11197 Broadway
Alden, NY 14004



July 22, 2022

Dear Family of:

We cannot wait to welcome our students and families back for the beginning of the 2022-2023 school year at Alden Primary! I hope you are as excited as I am to get things going again in September. In this letter, you will find your child's 2022-2023 classroom placement, as well as some important notes regarding dates and procedures for the upcoming school year.

Placement

Your child's 2022-2023 classroom placement is _____. We have included a new supply list for families who may have misplaced the one that was sent home in June.

Back to School Orientation

- This year, all students will have an opportunity to meet their teachers and see their classrooms before the school year begins. Please see the orientation schedule below and mark your calendars in advance. Students should be accompanied by a parent/guardian and siblings should not attend. 1st and 2nd grade students only need to attend one session.
 - Kindergarten: Friday, August 26th – 9:00 – 11:00 AM
 - 1st Grade: Monday, August 29th – 4:00 – 4:45 PM or 5:15 – 6:00 PM
 - 2nd Grade: Tuesday, August 30th – 4:00 – 4:45 PM or 5:15 – 6:00 PM
- All students are encouraged to bring their school supplies with them to orientation. This gives our youngest students a chance to lighten their load on the first day of school. Students will have a chance to fill their lockers/desks/cubbies with their materials.

General Information

- Our first day of school is Thursday, September 1st! This is a full day for all students. Students are in session Thursday and Friday, off on Monday for the holiday weekend, and back to school on Tuesday, September 6th.
- Time Changes: This year, the Primary School doors open at 7:45 AM and students need to arrive before 8:05 AM each day. Drop-offs and bussers will both arrive during this window.
- Bus dismissal for Primary School students will be at 2:30 PM. Parent pick-up will occur between 2:15 – 2:30 PM each afternoon. If your student will be a regular pick-up, you will need to fill out a Pick-Up Pass (enclosed).

- Our building underwent extensive cleaning over the summer months. Our custodians and maintenance staff did an excellent job preparing the building for our students' arrival!
- The Buffalo Niagara YMCA will continue to operate after-school childcare for students in our District. Registration information is available by contacting the YMCA, Lancaster Family Branch at 684-2395.
- All students will receive Take-Home Folders to transport materials back and forth each day. These will be distributed by the teachers.
- The best way to contact your child's teacher is via e-mail or the Remind app. You may also call Mrs. Ryan anytime between 7:00 AM – 3:00 PM to be transferred to a teacher's voicemail. Mrs. Palizay will continue to assist in our Main Office as well.

Food Service

- There will again be a charge for breakfast and lunch during the 2022-2023 school year. If you believe that your child may qualify for free or reduced meals, you will need to complete the application that is sent out by the District Office in August and posted on the District website (Departments → Food Service → Meal Applications).
- Our school breakfast and lunch menus will be posted online each month and also included in our monthly newsletter, the Bulldog Bulletin.
- Directions for setting up your child's meal account are provided via the My School Bucks site (www.myschoolbucks.com). You will need to utilize your child's ID number that is included at the top of the letter.
- Any questions regarding student meal services should be directed to Ms. Reanna Lizauckas, Food Manager, at 937-9116, ext. 4186.

Transportation Services

- Our Transportation Services will be sending you a separate letter regarding your child's specific transportation arrangements at the end of August. Questions related to your child's transportation should be directed to Mrs. Charlene Ciccarelli or Ms. Rose Heckathorn at the Transportation Department (937-9116, ext. 4500).
- During the first week of the school year, the bus drivers are learning their routes and getting to know new students. We ask for your patience during this time, as your child's bus may be a few minutes early or a few minutes late each day.
- There will be bus tags for the kindergarten students. Please be sure your child wears their tag every day for the first month of school. If you notice something incorrect with your child's tag, please let us know as soon as possible.
- If you need to adjust your child's daily pick-up or drop-off location, you will need to complete the enclosed Request for Alternate Transportation form (due by August 1st).

School Safety

- Safety is always our first concern and there are some important areas that we will continue to need your assistance with this year.
- Visitors to the building are limited to emergencies only. Parents are not be permitted to walk students down to classrooms. During the first few weeks of school, we will have extra staff members positioned throughout the hallways to assist students with finding their rooms.
- After the school day begins, the exterior doors to our school will be locked. **Any visitors to the building must use the main entrance and be prepared to present a valid government issued ID, license, or passport.**
- Anyone picking up your child must be authorized on your child's Emergency Card, unless we have received prior communication from a parent or guardian.
- If your child is absent from school due to illness and you would like to arrange for classwork to be picked up, please **notify your child's teacher** (no later than 8:30 AM). Many of our teachers have planning time early in the day and do not have additional opportunities to gather work.

Morning Arrival

- K-2 student arrival is at **7:45 AM-8:05 AM** and dismissal for all students is between **2:15-2:30 PM** each day.
- The foyer will not be open before 7:45 AM. Early arrivals will need to wait on the sidewalk areas. There is no supervision available before the bell rings.
- If you are dropping your child off in the morning, please do not leave unattended vehicles in the loop area. If you would like to walk your child to the front door, please park in one of the designated lots.
- The loop is designed to maximize the flow of traffic. If possible, students who are being dropped off in the loop should exit via the passenger side of vehicles.

Pick-Up/Dismissal

- Students who are on our daily pick-up lists (those who have been issued permanent passes & those who are added before 11:30 AM) will be escorted out to the loop.
- The Pick-Up Pass form is enclosed. Only complete this form if this will be your child's regular dismissal routine. Occasional pick-ups should send in a signed note to the teacher.
- If you are picking up in the loop, always pull forward as far as possible. The parent loop can get very congested and gaps between vehicles cause traffic to backup onto Broadway.

- If your child's dismissal procedure is different than their everyday routine, please send a signed note in to your child's teacher that morning. **Remember to include the date, your child's full name, your name/signature, and how they will be getting home.**
- Pick-Up Pass forms may be turned in at Back to School Orientation. If your child will not be here for orientation, you can drop off at the Main Office, or mail this form to the Primary School office.

Attendance/Health Office

- If your child is going to miss school for an illness or appointment, please be sure to call the school and let us know! Mrs. Palizay is our Primary School Attendance Officer, and she can be reached at 716-937-9116 ext. 6133. If you call early in the morning, you may leave her a voicemail.
- If you have medical or illness-related questions, our School Nurse, Ms. Fuhrmann, can be reached at ext. 6137.
- When your child returns to school, please send a note explaining the absence. You may handwrite a note or make copies of the enclosed template.

Demographic Update

- Your child's Demographic Update form from last year is enclosed. If you need to make any changes to your contact information, please indicate these changes in the designated spaces. These forms will be used to update your information in PowerSchool. Please pay extra attention to possible mistakes with phone numbers and e-mail addresses.
- Please bring the signed Demographic Update with you to Back to School Orientation.

We hope you find this information helpful. Please mark these dates and/or keep this letter for future reference. If you have additional questions during the summer, feel free to contact us any day between the hours of 7:30 AM and 3:30 PM at 937-9116, ext. 6191. Mrs. Kryzuda retired this past year, so Mrs. Denise Ryan has taken over her duties in the Main Office.

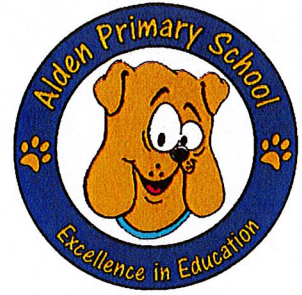
We are looking forward to another successful school year. Thank you in advance for the opportunity to work with your child!

Sincerely,



Mr. Mike Stepnick
Principal, Alden Primary School

Alden Primary School
Dismissal Loop Procedures



- 1) Unattended vehicles are NOT permitted in the loop between the following times:
 - a. 7:45 - 8:10 AM
 - b. 2:00 - 2:30 PM
- 2) Vehicles in the loop should exercise extreme caution when going around parked vehicles.
- 3) Families who enter the loop should remain in their vehicles at all times, unless they are assisting a child with a seatbelt.
 - a. If you would like to walk your child to the doors in the morning, please park in a designated space within one of our lots on the visitor side.
- 4) Students who are being picked up in the loop at dismissal will exit the Primary School between 2:15 - 2:30 PM.
- 5) Families who SHOULD utilize the loop at dismissal:
 - a. Those who have been assigned a regular "Pick-Up Pass"
 - b. Those who have sent in a note to the teacher at the beginning of the day
 - c. Those who have notified the Main Office of a change prior to 11:30 AM
- 6) Families who SHOULD NOT utilize the loop at dismissal and should enter the Main Office:
 - a. Those who are picking up a child from the Health Office
 - b. Those who have notified the Main Office of an emergency after 11:30 AM
- 7) Prior to entering the loop, drivers should display their "Pick-Up Pass" in a passenger window or from their rearview mirror so that staff can quickly view student numbers.
- 8) If you do not have a "Pick-Up Pass" and staff members are not familiar with you, please be prepared to show your license or proper identification.

Pick-Up Pass Request Form



Directions: Please fill in the information below and promptly return to the PS Main Office.

Student's Full Name _____

Teacher(s) Name _____ Grade _____

Check one of the appropriate box(es). If you select option #2, also indicate which days your child will be picked up during the week.

☐ Option #1 - My child will be picked up DAILY:

☐ Option #2 - My child will be pick up every:

☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri

Parent Name _____ Signature _____

****Without prior permission, only those individuals listed on your child's Emergency Card are authorized to pick your child up.****

Alden Central School District Transportation Department

1648 Crittenden Road, Alden NY 14004

Telephone (716) 937-9116 FAX (716) 937-3486

REQUEST FOR ALTERNATE TRANSPORTATION

Requests submitted after July 31st and prior to the start of school, will not be implemented until the third week of September to avoid confusion at dismissal.

Request for School Year	_____	Date of Request	_____	Effective Date	_____
Name of Student:	_____			Grade/Teacher	_____
Parent/Legal Guardian:	_____			Phone:	_____
Legal Residence:	_____ _____ _____				
Email Address	_____				

All requests should be consistent days and locations.

Alternate Location - Morning Pick Up - circle days needed

Comments: _____

M T W TH F ALL

Alternate Address:	_____				
Contact Name:	_____			Phone:	_____

Alternate Location - Afternoon Drop Off - circle days needed

Comments: _____

M T W TH F ALL

Alternate Address:	_____				
Contact Name:	_____			Phone:	_____

SIGNATURE AND ACKNOWLEDGMENT

State of New York, County of _____	Signed _____
	<i>Signature of Parent/Legal Guardian</i>

On this ____ day of _____, 20____, appeared before me _____, to me personally known to be the individual described in and who executed the foregoing instrument, and he/she duly acknowledged to me that he/she executed the same.

_____ Notary Public	_____ My commission expires
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Transportation Department Use

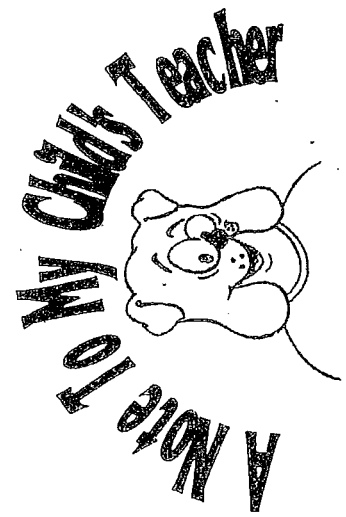
Date received: _____ By _____

Bus assignments AM _____ PM _____ Entry date: _____

Parent notified: By _____ Date: _____

School notified: By _____ Date: _____

Driver notified: By _____ Date: _____



TO: _____

FROM: _____
(Parent's Signature)

DATE: _____

STUDENT: _____

(Check applicable box)

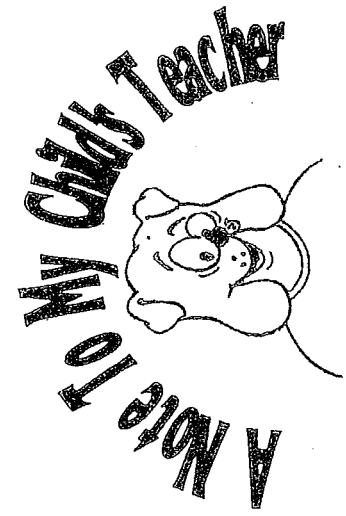
☐ is late due to _____

☐ will be picked up at _____ AM/PM _____
by _____

☐ will be going home with _____
address _____

☐ is returning to school after a _____ day absence due to _____

☐ other _____



TO: _____

FROM: _____
(Parent's Signature)

DATE: _____

STUDENT: _____

(Check applicable box)

☐ is late due to _____

☐ will be picked up at _____ AM/PM _____
by _____

☐ will be going home with _____
address _____

☐ is returning to school after a _____ day absence due to _____

☐ other _____