

ARLINGTON CENTRAL SCHOOL DISTRICT

Joseph D'Aquanni West Road School
181 West Road
Pleasant Valley, NY 12569
Telephone: (845) 635-4310
FAX: (845) 350-4126
Principal: Heather Ogborn

Traver Road Primary School
801 Traver Road
Pleasant Valley, NY 12569
Telephone: (845) 635-4300
FAX: (845) 350-4125
Principal: Cara Conrad

Dear Traver and West Road Families,

In an effort to ensure the safety of our students at dismissal time, we are creating a new sign-out procedure at both buildings. Effective **Thursday, September 6**, we will be implementing a **"Kiss and Go"** procedure whereby parents and caregivers do not leave their vehicles. Children will instead be brought by a staff member to your waiting vehicle.

Please be prepared to show your license, or other government issued identification to the staff members in charge of the sign out procedure. Once you present your identification and sign out the child, they will be brought to your car. You will never exit the vehicle, unless to seatbelt your child when necessary. This process will begin at approximately 3:05 p.m.

Our dismissal procedure at both buildings will consist of the following:

- You will pull into the school and remain in one long line of cars, stopping at the designated loading location; and after being reunited with your child, you will exit the parking lot.
- The designated areas will be the parking lot side of the building at Traver Road School and the side door at West Road School.
- You will remain in your vehicle at all times.
- Each vehicle will be met by a supervising staff member where the driver will provide identification and sign out their child(ren).
- Students will be walked to your vehicle.
- As you receive your child and they are safely in the vehicle, you will exit the parking lot and the next car will pull up.
- Please remain in your vehicles in the order that you arrive, to ensure the safety of the children.

We realize this new procedure might take extra time at the beginning of the school year, but it is imperative for us to ensure safety and eliminate any parking concerns that currently exist.

Thank you in advance for your patience and support while we strive to develop a seamless system for a safe dismissal. If you have any questions please do not hesitate to contact the main offices at Traver Road School at 635-4300 and West Road School at 635-4310

Sincerely,

Cara Conrad, Principal
Traver Road Primary School

Heather H. Ogborn, Principal
West Road Intermediate School

~PLEASE SEE OTHER SIDE~

