



Altmar-Parish-Williamstown Central School District

Elementary



640 County Route 22 • Parish, NY 13131



(315) 625-5260



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www.apwschools.org

August, 2022

Dear Parents/Guardians:

We hope everyone is enjoying their summer thus far. We are excited about the upcoming school year and can't wait to see all the smiling student faces. Transportation will be provided, however, if you are dropping off or picking up your child please follow the procedures below:

- The north side drop off loop will be used for student drop off in the morning. Students may be dropped off, using this loop, between 8:30am and 8:50am. **No students should be dropped off prior to 8:30am as there will be no supervision.**
- If you are bringing your child to school after 8:50am, you will need to park in the parking lot and report to the main office to sign in your child. **Please remember that the bus circle is also a fire lane and should NEVER be parked in.** The adult transporting the student must sign the student in; students should not be entering the main doors alone.
- The north side loop will also be used for end of the day pick-ups beginning at 3:15pm each day. You will stay in your vehicle and your child will meet you there. **We ask that you either send in a note or call the main office by 2:00pm to ensure your child is on the "Pick-Up List."** If you plan on picking up your child every day, please let the main office know prior to opening day.
- If your child needs to leave prior to the end of the school day, please use the main office entrance to sign him or her out. **Please note that for the safety of all students, unless you have called ahead or sent a note in with your child NO Students will be called to the office after 3:00pm. You must use the parent pick-up loop after this time.**
- Please remember to bring photo ID when signing out students.
- Our Dismissal time this year will be 3:35pm. You will receive notification from our transportation department regarding pick-up and drop-off times.

Dawn Cooley
Principal