



WILLIAM E. COTTLE SCHOOL

2 Siwanoy Boulevard
Eastchester, N.Y. 10709
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"Prepare Every Student For Excellence"

John Morash, Principal

Peter Kilgallen, Assistant Principal

Dear WEC Parents and Guardians,

We hope you have all had a wonderful summer so far! It's official: Siwanoy Blvd., in front of WEC, is now the property of TUFSD. Given this new development, combined with the ongoing reports of concern for safety and traffic flow surrounding WEC during dismissal over the last few years, we have created new dismissal procedures for the 2019-2020 school year. Important to note that there have been no changes to the arrival procedures. Below please find some notes about Siwanoy Blvd. as well as an outline of the new dismissal procedures and map that diagrams traffic flow. Please note, these changes have been researched and created in collaboration with Central Office Administration, the Board of Education, WEC PPLT, WEC Administration, WEC Teachers, WEC Staff, Eastchester Police Department, and ALTARIS, our Safety and Security Consulting Firm.

Notes about Siwanoy Blvd.:

- 1.) Siwanoy Blvd., in front of WEC, will be CLOSED to any and all through traffic 24 hours/7 days per week.**
- 2.) Siwanoy Blvd., in front of WEC, will be accessible ONLY for DISMISSAL procedures with traffic flow ONE WAY from Crawford towards Ridge St.**

There will now be FOUR Primary Dismissal Options:

- 1.) BUS**
 - Students may take a bus home from school on any given day of the week (Loop 1 or Loop 2). Busses will still use the bus circle during dismissal.
 - Please be sure to refer to the documentation that was previously sent to you from the TUFSD Business Office that outlines your child's bus stop schedule for drop off times/locations.
- 2.) TASC**
 - You may register your child to attend the TASC After School Program on any given day of the week. You must be registered for the program. NOTE: All TASC registration, program dates and related matters should be dealt with through TASC directly.
- 3.) SELF-DISMISSAL, GRADES 3-5 ONLY**
 - Students in **Grades 3-5 ONLY** are permitted to dismiss on their own through the upper doors across from Ridge St.
 - It is our plan to continue to have a crossing guard during dismissal.

4.) CAR PICK UP (NEW PROCEDURE!)

- Students may dismiss to a car in the pick up line on Siwanoy Blvd.
- Cars can enter the pick up line at the bottom from either direction on Crawford Street to two lines on Siwanoy Blvd. that will merge to one curb side pick up line (refer to enclosed map).
- At 2:40 p.m. every school day the barriers will open at the bottom of Siwanoy Blvd. for cars to line up in one of the two car lines along Siwanoy Blvd. A monitor will coordinate merging to one pick up line. Cars will merge from each side at the same pace.
- Student dismissal will begin at 3:00.
- Students will be brought to your car by school personnel. **DO NOT EXIT YOUR VEHICLE EXCEPT TO ASSIST YOUR CHILD ENTERING YOUR VEHICLE.**
- Cars will exit the pick up line in waves that will be controlled by security monitors and crossing guards.
- **ANY CAR PICKING UP MUST HAVE THE TUFSD PARENT PICK UP TAG HANGING FROM THE CENTER REARVIEW MIRROR ALONG WITH NAME PLATE ON DASHBOARD CLEARLY VISIBLE IN ORDER TO PICK UP YOUR CHILD.**
- Your Parent Pick Up Tags and Name Plates are included in this packet. Each WEC family has received two Parent Pick Up Tags and two Nameplates. NOTE: Pick Up Tags are one time issued. There will be a fee for replacement.
- Any car that does not have both the Pick Up Tag and Name Plate will NOT be permitted to pick up in the car line. Those cars will need to exit the car line and park on a side street, and drivers must then go to the security desk and sign your child out.

Please complete the enclosed WEC School Dismissal Forms and return to your child(ren)'s teacher on the first day of school, Thursday, September 5, 2019. PLEASE BE SURE TO COMPLETE TWO DISMISSAL FORMS FOR EACH CHILD!

As always, please do not hesitate to contact us if you have any questions. In addition, we will be holding a Q & A for any and all parents with WEC Administration on the topic of new dismissal procedures on Tuesday, September 3, at 6:00 p.m., in the WEC Auditorium.

Thank you for working with us as we take big steps towards improving the dismissal process at WEC and continue to prioritize the safety of all of our students.

Sincerely,

John Morash
Principal

Peter Kilgallen
Assistant Principal