



# WILLIAM E. COTTLE SCHOOL

2 Siwanoy Boulevard  
Eastchester, N.Y. 10709  
(914) 337-5376, Ext. 1272/1273  
Fax: (914) 337-5334

**"Prepare Every Student For Excellence"**

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George C. Albano, Principal

Peter Kilgallen, Assistant Principal

September, 2014

Dear Parents/Guardians:

The Cottle School Community looks forward to a wonderful school/home relationship during your child's early years in elementary school. We encourage all parents to become an active part of the Cottle family. Together with your support we can make a difference.

The following suggestions are provided to assist your efforts to be an active WECS parent.

1. Contact your child's teachers if you have class-related concerns. Open communication between home and school is an important vehicle for solving any problem.
2. Assist your child in making appropriate decisions and to accept responsibility for his/her own actions. A periodic review of the Code of Conduct and the Attendance Policy (see district website) is a practical way to assist this effort.
3. Check your child's homework daily for important assignments and communications. Provide time and a quiet place at home for homework and study to be completed. Students always have an assignment to write, read or study.
4. If you have family or school issues that may be impacting school performance or are causing you concern, please contact our Home School Counselor, Ms. Newman, Ext. 1223 or Mrs. Sabrina Peduto, Ext. 1305, School Psychologist for assistance. Our school will make appropriate suggestions and will work with your child and his/her teachers.

The following are seven good practices for parents as provided by the U.S. Department of Education:

1. Take a time inventory to find the extra time you need so the family can learn together. Commit yourself to learning something with your children.
2. Commit yourself to high standards and set high expectations for your children.
3. Challenge them in every way possible to reach their full potential.
4. Limit television viewing on a school night. That means that the remote control may have to disappear on occasion.
5. Read **together**. Reading is the starting point of all learning.
6. Make sure your child goes to school every day.

Elementary education is a wonderful experience for all members of the school community, especially parents. It should effectively serve as a link between home and school while meeting the needs of our emerging children. If I can help to make this school year more meaningful for you and your child, please do not hesitate to contact my office. I encourage you to become an active WECS parent and to share fully in this educational experience with your child and our staff.

### SPECIAL NOTE

School begins for all students K - Grade 5 on Thursday, September 4, 2014. It will be a full day of school, therefore, students need to either bring their lunch or buy their lunch from the cafeteria. On the first day of school, students will report to the following areas:

Kindergarten - 1	-	Auditorium
Grades 2 -3	-	Cafeteria
Grades 4 - 5	-	Directly to their classroom where their teachers will greet them.

Cottle School begins promptly at 8:30 a.m. and concludes at 3:00 p.m. Please ensure that your child/children arrive on time daily. Enclosed are the arrival and dismissal procedures. Please read them carefully and review them with your child/children.

#### **Bus Students:**

Academy Bus will once again transport our children to and from school. A bus schedule will be sent to you. Please read it carefully and note your individual stop, time and location. It will take time for parents and students to become accustomed to new bus schedules. When the buses arrive, students will be supervised and directed to the locations mentioned above by our teaching aides.

#### **Additional Important Information: (Parents - please note the dates for Back to School Night.)**

- Mark your calendars.  
Back to School Night for Grades K-2 will be on Wednesday, September 17, 2014 at 7:00 p.m.  
Back to School Night for Grades 3-5 will be on Thursday, September 18, 2014 at 7:00 p.m.

#### **Religious Instruction:**

Grades 1 - 3 students attending St. Joseph's 2:15 CCD class will leave Cottle School at 2:00 p.m. on Wednesdays.

I look forward to working with you in September. Have a restful summer.

Sincerely,

George C. Albano, Principal

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