



# VALLEY COTTAGE ELEMENTARY SCHOOL

**Mrs. Gina Cappiello– Principal**

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Dear Families,

The safety of the children and our larger VCE family is always our primary concern. We also realize that many of you who drop off your children are on your way to work or have other children to drop off at other schools or day-care settings. If we all work together and are respectful of one another's time, drop off can be safe and efficient. If you are dropping off students in the morning, we ask that all families do the following:

- Please drive slowly in our parking lot.
- Drive your car up as far as possible before dropping students off.
- Children should be ready to exit your car quickly with all that they need. Taking time to find book bags, lunches and instruments holds up those waiting.
- If you need to get children organized or speak with them or anyone else, please park your car and walk your child(ren) to the building. Holding up the drop off line may cause other children to be late to school, or other parents to be late to work.
- For safety, children should exit the car from the driver's side.
- Please remain in the car line, and move forward only when the car in front of you moves forward. Pulling out into the parking lot to pass other cars presents a danger to both children and staff.
- Please remember that our school campus is a no-smoking zone. This includes cars in our parking lot.
- At all times, please follow the directions of the security guard.

On behalf of all of the students and staff, thank you for your cooperation and for your role in making sure that Valley Cottage Elementary is a safe place for all of us.

Sincerely,

Mrs. Gina Cappiello  
Principal

**Si ou bezwen enfòmasyon tradui an kreyòl, rele Jocelyne Abraham nan 353-7044.**

**Si le hace falta información traducida en español, llame a Yesenia Polanco 353-7042.**