

SOUTH ORANGETOWN ELEMENTARY SCHOOLS
William O. Schaefer Elementary School
Tappan Zee Elementary School
Cottage Lane Elementary School



Back To School Basics:
Things You Need To Know

Grades K-5

August 2009

First day of school for elementary children

Tuesday, September 8, 2009

This is a *full day* of school for all students in grades 1 through 5.

Tuesday, September 8 and Wednesday, September 9 will be transition days for Kindergarten students from 9:00 to 10:30 a.m.

Reminder: All students will need to have sneakers for physical education and an art smock for art classes on Tuesday, September 8th, since most children will have one or the other on the first day of school (see below). Thank you!

For Kindergartners

Please fill out and have the children wear the blue bus badge to school each day for six weeks.

For First Graders

On the enclosed "Hello Badge", please print your child's first name, last name, and the name of his or her teacher in BIG LETTERS. Your child needs to wear this badge to school on the first day of school. *Many adults will be ready to help each child find his or her classroom. Please assure your child of this.*

For Second Graders

On the enclosed sheet of *green* paper, please print your 2nd grade child's first name, last name and the name of his or her teacher in BIG LETTERS. Your child needs to wear this badge to school on the first day of school.

School Hours

Early Childhood Program (ECP)	9:00 –11:30 AM & 12:30-3 PM Sessions
William O. Schaefer (K-1)	8:30 AM - 2:50 PM
Tappan Zee Elementary (2-3)	9:10 AM - 3:30 PM
Cottage Lane (4-5)	9:10 AM - 3:30 PM

- ECP Program runs all year on a half day schedule as indicated above
- **Kindergarten Full Day Program starts on Thursday, September 10th.**
- Buses will depart approximately 5-10 minutes after school dismissal.

Lunch

Children have two options: They can bring their own bagged lunches or purchase hot or cold meals in the school cafeteria. The cost of lunch and milk is \$2.00. Milk can be purchased separately for 40 cents. Please help your child remember their lunch pin number. Monthly menus will be posted on the District website.

School Supplies

The school district provides most of the supplies your child uses. However, there are some supplies that teachers will ask you to purchase for your children, and most of these requests have been sent to you. Be sure your child's name is on each item they bring to school.

School Supplies (continued)	Teachers have planned carefully for the use of requested supplies, and each has a purpose in the classroom. Use what you already have and buy what you need. We hope that you will remind your child that having designer notebooks and flashy, costly school supplies is unimportant and not necessary. We recommend that you not purchase backpacks with wheels. They can be dangerous on the buses. (Note: A homework organizer is provided for grades 3 through 5.)
Gym and Art	Your child will need to have sneakers for physical education. <i>No child may participate in physical education without sneakers. Because they are dangerous, please do not allow your child to use the high platform sneakers for gym. <u>The sneakers should be marked with your child's name.</u></i> Also needed is some kind of an art smock for art class. An old, big shirt is great!
A Helping Hand	For many families in Rockland County, these are not easy times. If you have any problem supplying the materials requested, please call the school nurse who will arrange with the PTA for assistance in strictest confidence.
Bus Transportation	In accordance with the revised policy on transportation adopted by the Board of Education, all Kindergartners and first graders at <i>William O. Schaefer Elementary School</i> have bus stops at the students' homes or near their homes. Children at <i>Tappan Zee Elementary</i> and <i>Cottage Lane</i> continue to have specific bus stops.
<i>Transportation for The Early Childhood Program</i>	Children who attend our half-day program in pre-school five days a week and who are eligible for transportation will need to contact the Early Childhood Program directly as Rockland County oversees this service. Please call 680-1326 with questions and we will be happy to help you.
<i>Transportation for Kindergartners & First Graders at WOS</i>	<p>Please remember that you need to have an adult meet your child at the afternoon bus stop from 2:50 PM on. Our policy is this: If a child is not met by an adult, that child will be returned to the William O. Schaefer School on Lester Drive in Tappan. There we will call the parent and the emergency numbers for pick up at school.</p> <p>We expect that each student will make use of our round trip bus service. If this is not the case for your child, please call our <i>Transportation Office at 680-1662/1663.</i> If childcare arrangements make it necessary to have your child picked up or dropped off at another bus stop, please notify the <i>Schaefer School office in writing: 140 Lester Drive, Tappan, NY 10983.</i></p> <p>Also, please let us know, in writing, when your child will attend the YMCA after-school program.</p>

***Transportation for
Children at
TZE & Cottage Lane***

Students will be dropped off at the afternoon bus stop even if an adult is not present. Children are not returned to TZE or Cottage Lane. It is important that parents make alternate plans if they will not be home when the bus arrives.

Arriving at School

At Cottage Lane and Tappan Zee Elementary, supervision begins at 8:55 a.m. for students who walk or who are dropped off at school. Please do not allow your child to come to school prior to 8:55 a.m. unless he or she has a special class. At Schaefer School, supervision begins at 8:15 a.m.

Cottage Lane

- At Cottage Lane School, between 8:50 AM and 9:10 a.m., when buses are unloading children, you need to watch closely for directions from the adult on duty. Typically, you'll be told to drop your child off along the bus lane and then proceed out the Western Highway exit.

Tappan Zee Elementary

- At the Tappan Zee Elementary School, the buses unload the children between 8:55 AM and 9:10 AM. For safety reasons we ask that parents use the bus lane at the south end of the parking lot when dropping off their children.

William O. Schaefer

- At William O. Schaefer School, parents who bring their children to school need to park in on Lester Drive and walk the children into the front entrance of the school. Children should be dropped off between 8:15-8:30 AM. (Please stay out of the circular drive between 8:00 AM - 9:15 AM, 11:00 AM -12:30 PM, and 2:30 PM - 3:30 PM)

After School Pick-ups

After school pick-ups require as much care as the trips that bring your child to school in the morning. **You may not pull into the semi-circles at TZE and Schaefer School, or the bus lane at Cottage Lane.**

Please send in a note with your child in the morning advising us that you will be picking him or her up that day. The teacher and the office will then know beforehand that your child should not get on the bus that afternoon. Please do not make last minute decisions about pick up, as this may confuse both your child and his or her teacher. Your child should always know the plan, unless, of course, an emergency arises.

Children may not leave any one of the elementary schools during the day unless they are signed out by parents/guardians with appropriate identification.

The teachers and principals appreciate your compliance with these transportation policies as a means of providing our children with smooth, and most importantly, safe dismissal!

At Schaefer School

- Please park on Lester Drive and walk to the front of the building. Please arrive no earlier than 2:40 p.m. for dismissal. The children will be waiting for you in the designated Pick-up Room (Room #3, which is down the right hall of the main entrance on the right-hand side). Please sign your child out in the book and immediately exit the building. We need to keep the hallways clear for bus dismissal.

At Tappan Zee Elementary

- Arrive no earlier than 3:15 p.m. and *sign out* your child at the security desk and present identification. Please do not park in the bus lane or the circle. From there, wait in the library until your child arrives to meet you after the 3:15 p.m. announcements.
- Please walk with your child to the parking lot immediately. This will help keep the hallways and lobby clear.

At Cottage Lane

- Parents, again, need to pay strict attention to the directions given to them by the adult on duty. Typically, make an immediate left and park in the lot. Arrive between 3:20-3:25 PM and *sign out* your child in the cafeteria. Wait there until your child arrives after the 3:20 p.m. announcements.
- Due to safety and security reasons, children and parents should not be on the playground or on the field during dismissal.

Parking

When parents come to school for short periods (up to 15 minutes), they may park in the limited parking areas (see the signs) of each school, those nearest the buildings. For longer visits, please use the lower lot at *TZE*, the rear lot at *Schaefer School*, and the lot to the left of the building at *Cottage Lane*.

Walkers

Kindergartners and first graders are not allowed to walk to school unless accompanied by an adult.

Second, third, fourth and fifth graders must provide a note, signed by a parent, to serve as permission to walk for the school year. Again, walkers may not arrive until 8:55 AM.

Itchy Topic

While *head lice* are not a pleasant topic, we feel that an early reminder to families is beneficial. Typically, head lice are somewhat problematic every fall. Children tend to come in contact with lice during the heat and outdoor play of the summer months. If an effort to reduce the risk of transmitting lice throughout an entire classroom or grade level, we ask that parents check their children carefully now. Our school nurses can provide information on how best to treat this irritating condition. It is critical that parents notify the school immediately in all cases of head lice so that we might prevent transmission from one child to another.

School Nurses:

Mrs. Fisher at TZE	680-1404
Mrs. Spiro at WOS/ECP	680-1304
Mrs. Sullivan at CL	680-1508

Label, Label, Label! Please label your children's belongings, including lunch boxes, notebooks, book bags, coats and sweaters. This makes it so much easier for us to help your children take care of their belongings. **Please label items with your children's first and last names.** Thanks for helping!

Parent Meetings Most early fall parent meetings begin at 7:00 p.m., unless otherwise noted. Each school will advise parents of any updated information as the meeting date approaches.

Meet the Teacher "Meet The Teacher" Evenings, *Kindergarten through Fifth Grade*, are scheduled at 7:00 PM as follows:

WOS Grade 1	Wednesday, September 16
WOS Kindergarten	Monday, September 14
TZE Grade 2	Tuesday, September 15
TZE Grade 3	Wednesday, September 9
CL Grade 4	Tuesday, September 29
CL Grade 5	Wednesday, September 30

PTA Meeting PTA Meeting – Tuesday, September 15, 8:30 p.m. at WOS
In addition, there will be a PTA "New Parent Welcome", on Tuesday and Wednesday, September 8th and 9th from 9:00-10:30 in the cafeteria at WOS.

Board of Education Meetings The Board of Education meets at the South Orangetown Middle School at 7:30 p.m., unless otherwise noted.

Scheduled meetings for August:

Thursday, August 20

Scheduled meetings for September:

Thursday, September 10

Thursday, September 24

Telephone Numbers If you have any questions, suggestions, or concerns, we really mean it when we say, "Please telephone!"

- Early Childhood Program 680-1326
- William O. Schaefer 680-1300
- Tappan Zee Elementary 680-1400
- Cottage Lane 680-1500
- General Phone Directory 680-1000

***We look forward to the coming school year
with anticipation for your children's success.***

***We will continue to strive to create
an environment in which
all students can learn and be respected.***

