



**Northwest Elementary School**  
**450 County Line Road, Amityville, NY 11701**  
**631-565-6500**

**Mrs. Kathleen Hyland**  
**Principal**  
**khyland@amityvilleufsd.org**

**Mrs. Sonia Rodrigo**  
**Assistant Principal**  
**srodrigo@amityvilleufsd.org**

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August 2024

Dear Northwest Families,

We would like to welcome you to the 2024-2025 school year. It is our honor to continue to work with you and your children as administrators of Northwest Elementary School. We look forward to embracing the year ahead with our dedicated staff, amazing students, and supportive families. Throughout the summer, we have been working to ensure the building is ready for our students to arrive safely on **Wednesday, September 4th** for the first day of school.

**Contact Information**

In the welcome back mailing, you will find a contact information form. The emergency contact person should be available during school hours to pick up your child if needed. Please complete the form and provide a cell phone number and email address to receive school and district-wide messages via **ParentSquare**.

**Morning Arrival**

Student arrival begins at **8:45 a.m.** to ensure students are ready to promptly begin the academic program at 9:10 a.m. If your child is considered a walker, we ask that you use the center walkway or the south parking lot loop. If using the south parking lot loop, remain in your car until building personnel can assist your child. To ensure everyone's safety, please adhere to the traffic rules on County Line Road and use the designated school crosswalks and sidewalks. Do not use the front circular driveway until after 9:15 a.m., as it is designated for **BUSES ONLY**. If your child takes district transportation, **please be patient at bus stops during the first few days of school as pick-up times may vary slightly**. As expected, it will take a few days for the bus drivers to get a feel for the routes.

**Afternoon Dismissal**

Student dismissal begins at **2:50 p.m.** for our students who are picked up from school. Parents of kindergarten students will report to the gym in the new kindergarten wing located on the south side of the building. Parents of first and second-grade students will report to the cafeteria in front of the building. **Photo identification is required to pick up students**. For the safety of all students and to eliminate congregating, please adhere to the following dismissal schedule.

**2:50- Kindergarten Students**

**2:50- First Grade Students**

**3:00- Second Grade Students**

Students who take district transportation will board the buses around 3:10 p.m., and the buses will depart Northwest around 3:20. **Please be patient at bus stops during the first few days of school as drop-off times may vary slightly**. As expected, it will take a few days for the bus drivers to get a feel for the routes.

### **IMPORTANT: Change of Dismissal Arrangement**

For the safety of all children, any changes in the manner by which your child will be dismissed **MUST** be in writing and presented to the teacher that same morning. It is not a simple task to change a child's method of dismissal. **If an unexpected change arises during the school day, the parent must notify the office before noon.** Do not try to remove your child from the bus once he/she has boarded. Bus drivers are not authorized to release students.

### **Visitation Procedure**

We welcome all parents and guardians to Northwest. For the protection and security of our children, faculty, and staff, as aligned with the District procedures, all visitors to the building will be asked to present a form of identification to our security officer upon signing in at the front desk. In the event of an emergency, this procedure will enable security to identify all visitors currently in the building as well as ensure the safe exit of all visitors.

### **Birthday Celebrations**

Instructional time is valued and protected to ensure the success of all students. Therefore, parents must follow the established guidelines for requesting time to recognize a child's birthday.

1. Please contact the child's teacher regarding possible dates.
2. We want to teach our students about the importance of making healthier food choices, so please consider healthy low-sugar, low-fat treats/snacks. We ask that the treats/snacks be limited to something small. We kindly ask you not to bring in pizza as our students will have already had their lunch.
3. All items must be labeled with the child's name and dropped off at the main office. Food items must be **store-bought, unopened, and contain listed ingredients.**
4. To protect all of our students, all food products must be **peanut-free.**
5. Due to class size and instructional priorities, family members are not permitted to participate in the celebration. **Balloons and gift bags are not permitted.**

### **Virtual Backpack**

Any flyers/letters sent home are accessible on the School's Website in the Virtual Backpack.

### **Student Supplies**

Please do not send your child to school with a large bag full of supplies on the first day. Instead, send supplies a little at a time throughout the first week.

### **School-to-Home Communication via ParentSquare**

ParentSquare is a platform that engages every family with school communications from the school, classroom teachers, and district. You can send and receive messages and photos to teachers and receive real-time notifications. Download the app on your device and provide the school with your email address and cell phone number.

Thank you for your cooperation and continued support in building a safe and nurturing school environment. As always, we appreciate your patience and support. We look forward to a successful school year!

Sincerely,

*Mrs. Kathleen Hyland*

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Principal

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