



**Northwest Elementary School**  
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**Ms. Kathleen Hyland**  
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August, 2018

Dear Northwest Families,

I would like to welcome you to the 2018-2019 school year. It is my honor to continue to work with you and your children as principal of the Northwest Elementary School, and I look forward to embracing the year ahead with our dedicated staff, wonderful students, and all of our supportive families and community members. We have been working hard throughout the summer to make sure the building is ready for the students to arrive on Tuesday, September 4th for the first day of school.

I am pleased to introduce new staff members to our Northwest family. Ms. Abbey Hunter has been appointed as our instructional coach, and Ms. Annmarie Casey has been selected as our new reading specialist. I am excited about our collaborative work during the school year ahead.

**Morning Arrival:**

Students may enter the building as early as 8:45 a.m. to ensure that they are ready to promptly begin the academic program at 9:00 a.m. If you drive your child to school, please obey the traffic laws on County Line Road for your safety, and ensure that you and your child use the designated crosswalks and sidewalks. Do not use the circular driveway until after 9:15 a.m. as it is designated for BUSES ONLY.

**Afternoon Dismissal:**

Student dismissal begins at 2:55 p.m. for our students who walk home from school. If your child is a walker, you may report to the cafeteria to sign him/her out between 2:55 p.m. and 3:10 p.m.

Students who take the bus home will board the buses around 3:10 p.m. Please be patient at bus stops during the first few days of pick-up and arrival as the times may vary slightly. As expected, it will take a few days for parents, students, and 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 in changing a child's method of dismissal. **If an unexpected change arises during the school day, the parent must notify the office before noon.** Please do not try to remove your child from the bus once he/she has boarded. Bus drivers are not authorized to release students. Please ask for administrative assistance in the main office.

### **Visitation Procedure:**

We welcome all parents as part of the Northwest family. For the protection and security of our children, faculty and staff, as aligned to the District procedures, all visitors to our school building will be asked to present a form of identification with our security officer upon signing in at the front desk. In the event of an emergency, this procedure will enable security to identify any and 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, it is important that parents 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. To this point, we ask that parents consider healthy low sugar/ low fat treats/snacks. We ask that the treats/snack be limited to something small. We kindly ask you not to bring in pizza as our students have had their lunch.
3. All items must be dropped off at the main office. Food items must be **store bought, unopened, and contain clearly listed ingredients.**
4. To protect all of our students, all food products must be **peanut-free.**
5. Due to class size and instructional priorities, no other person including family members are permitted to participate in the celebration.

### **Virtual Backpack**

Any flyers/letters that are sent home are also accessible on the School's Website under the tab Virtual Backpack.

### **Social Media**

Please visit the Northwest Instagram and Twitter accounts- @amitynws

Thank you for your cooperation and continuing support in building a safe school environment. I look forward to a successful school year!

Sincerely,  
Ms. Kathleen Hyland  
Principal