

SUSAN M. SHORT
Principal susan.short@ecsdnm.org

KARA RAAP
Assistant Principal Grades K-2 kara.raap@ecsdnm.org

MATTHEW KELLY
Assistant Principal Grades 3-5 matthew.kelly@ecsdnm.org



Presidential Park Elementary School
48 Roosevelt Avenue
Middletown, NY 10940
Grade K-2 Phone (845) 326-1850
Fax (845) 326-1851
Grade 3-5 Phone (845) 326-1875
Fax (845) 326-1876
www.middletowncityschools.org

Our people making the difference.

August 22, 2023

Dear Presidential Park Families,

Please take a few moments to review the arrival and dismissal procedures for Grades K-2 outlined below to prepare for a smooth opening to the 2023-2024 school year.

Our arrival procedure allows for the families in the front of the line to pull up as far as POINT A (See Diagram) in their vehicle, limiting the distance from the car to the front entrance. **It is important for all parents and caregivers to remain in their vehicles during drop-off.** Staff members will open the passenger side door to allow for scholars to exit. Please ensure that your child is prepared to exit your vehicle on the passenger side of the vehicle. We will have a designated spot for you to utilize if there is a need or if you require assistance from staff. (Diagram, POINT B) We will also have the drop-off loop marked by traffic cones to merge into a single lane point of exit to ensure that cars are not unsafely passing vehicles as scholars are exiting. (See Diagram) To provide additional security measures to our crosswalk area during this busy time, we will have a staff member stationed there to oversee the safe crossing of pedestrians/walkers.

Walker dismissal for scholars in Grades K-2 will begin at 3:20 p.m. Families will pull up in the car line in the loop outside the first floor main entrance (#2 on Diagram) or park in the parking lot and walk up to check in. Staff members will check and verify ID in our system. They may assign you a cone number to pull up next to while you wait. They will then communicate to the staff in the cafeteria via a live document that your child can be escorted to your vehicle. To keep the line moving quickly and efficiently, please do not exit your vehicle.

Please expect delays the first week of school. If you have any questions, feel free to contact us so that we may assist you.

Respectfully,

The Presidential Park Administrative Team



Presidential Park
Elementary

- 2** Becomes one lane, no passing
- A** Pull-up point for front car
- B** Designated spot if assistance is needed

