



August 2017

Dear Horseheads Middle School Parents and Guardians:

Beginning this September, there will be a change to our parent drop-off and pick-up location. ***Please note that these procedures differ from the Intermediate School.***

**Parent drop-off and pick-up will only be at the main entrance of our school. Parents will no longer be able to drop off or pick up their students at the Fieldhouse entrance.**

***Morning Drop-Off:***

Morning drop-off at the Middle School will begin at 7:15 a.m. Please drive up and around the outside of the upper parking lot and proceed to drop off in the canopy area between the library and Middle School main entrance. Please make sure your students being dropped off are immediately ready to exit the curbside of your car. If you need to complete any morning routines or tasks, you are asked to park in the upper parking lot and have your student get ready to be dropped off before you get into the drop off line.

Morning buses will use the Fieldhouse entrance to drop off students to school. No parent vehicles will be allowed to use the Fieldhouse entrance. This is for safety and to minimize traffic congestion at the school and on Sing Sing Road.

***Afternoon Pick-Up:***

During the afternoon, parents will pick up students in the upper parking lot of the main entrance. Students being picked up will be dismissed is at 3:05 p.m. They will report to the upper parking lot to find their ride. Please exit the parking lot the way you came in (please do not use the bus loop, as buses will be picking up students in this location).

We ask that you help keep our students safe and ensure an orderly dismissal by yielding the right of way to our buses as they leave the school to enter Sing Sing Road.

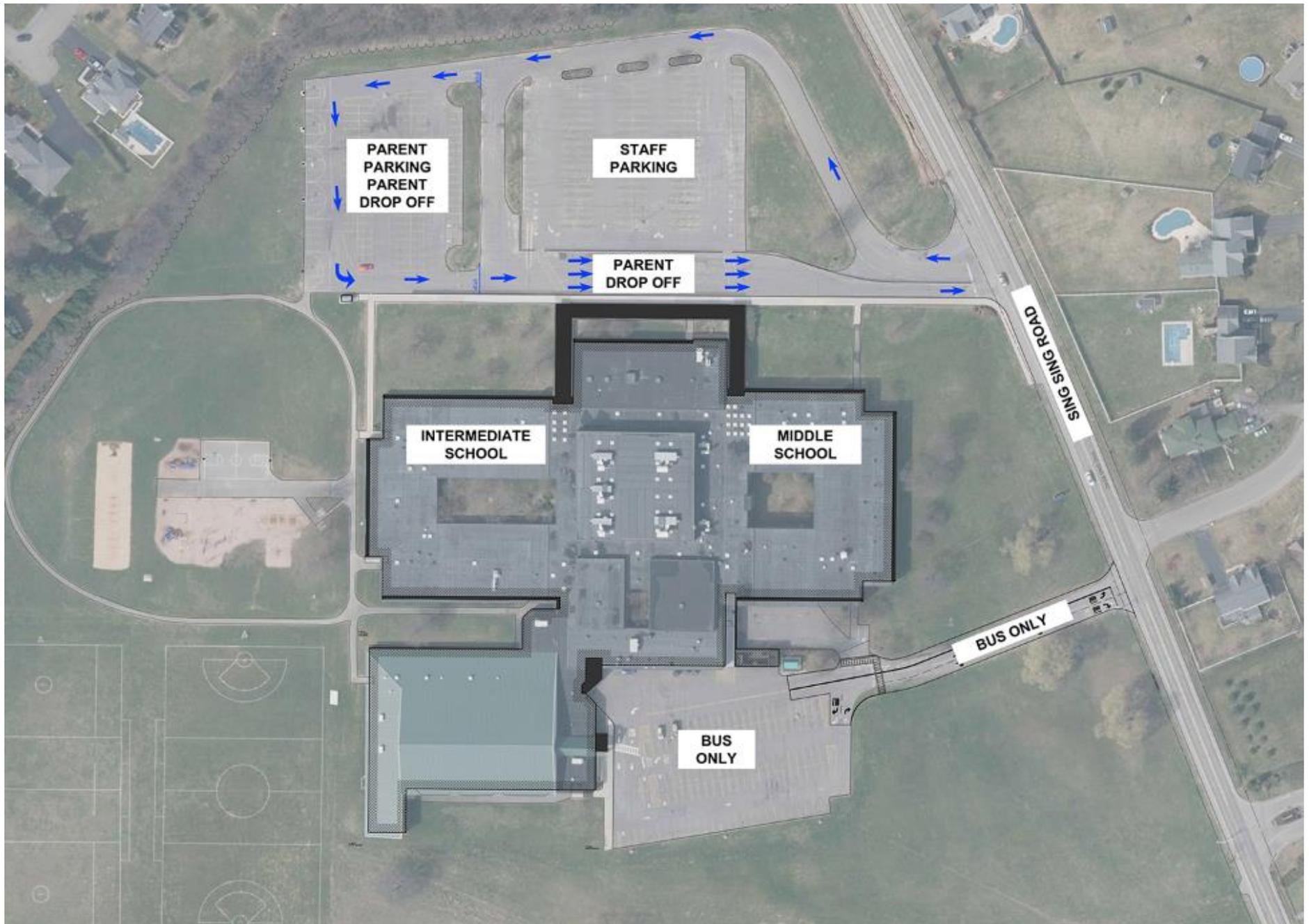
A map of the new traffic pattern for morning drop-off and afternoon pick-up is included with this letter. Thank you for your assistance as we work on improving the traffic flow and overall safety for our students, families, staff, and community.

If you have questions, please contact me at (607) 739-6357 or rholloway@horseheadsdistrict.com. We look forward to the start of school September 6.

Sincerely,

Ron Holloway  
Principal

# Intermediate and Middle School – AM Drop-Off



# Intermediate and Middle School – PM Pick-Up

