



August 2017

Dear Horseheads Intermediate School Parents and Guardians:

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

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

Morning Drop-Off:

Morning drop-off begins at 7:45 a.m. Please drive up and around the outside of the upper parking lot, and proceed to drop off in the canopy area at the main entrance of the Intermediate School. Please make sure your child is ready to exit the curbside of your vehicle. If you need to complete any morning routines or tasks, we ask you 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:

Afternoon pick-up will take place from 2:20-2:30 p.m. Please proceed to the upper parking lot by the basketball hoops and park your vehicle. Walk down the sidewalk to the back entrance of the school. The doors will automatically unlock at 2:20 p.m. Fifth-grade students are signed-out in Room 313. Sixth-grade students are signed out in Room 315. Buses will be using the bus lane at this time so you will need to exit the parking lot the same way you came in. We ask that you pick-up your child during the 2:20-2:30 p.m. window of time to ensure efficiency. If you happen to arrive after 2:30 p.m., students will need to be signed out in the main office. Please do not arrive prior 2:15 p.m. as students may be using the parking lot for recess.

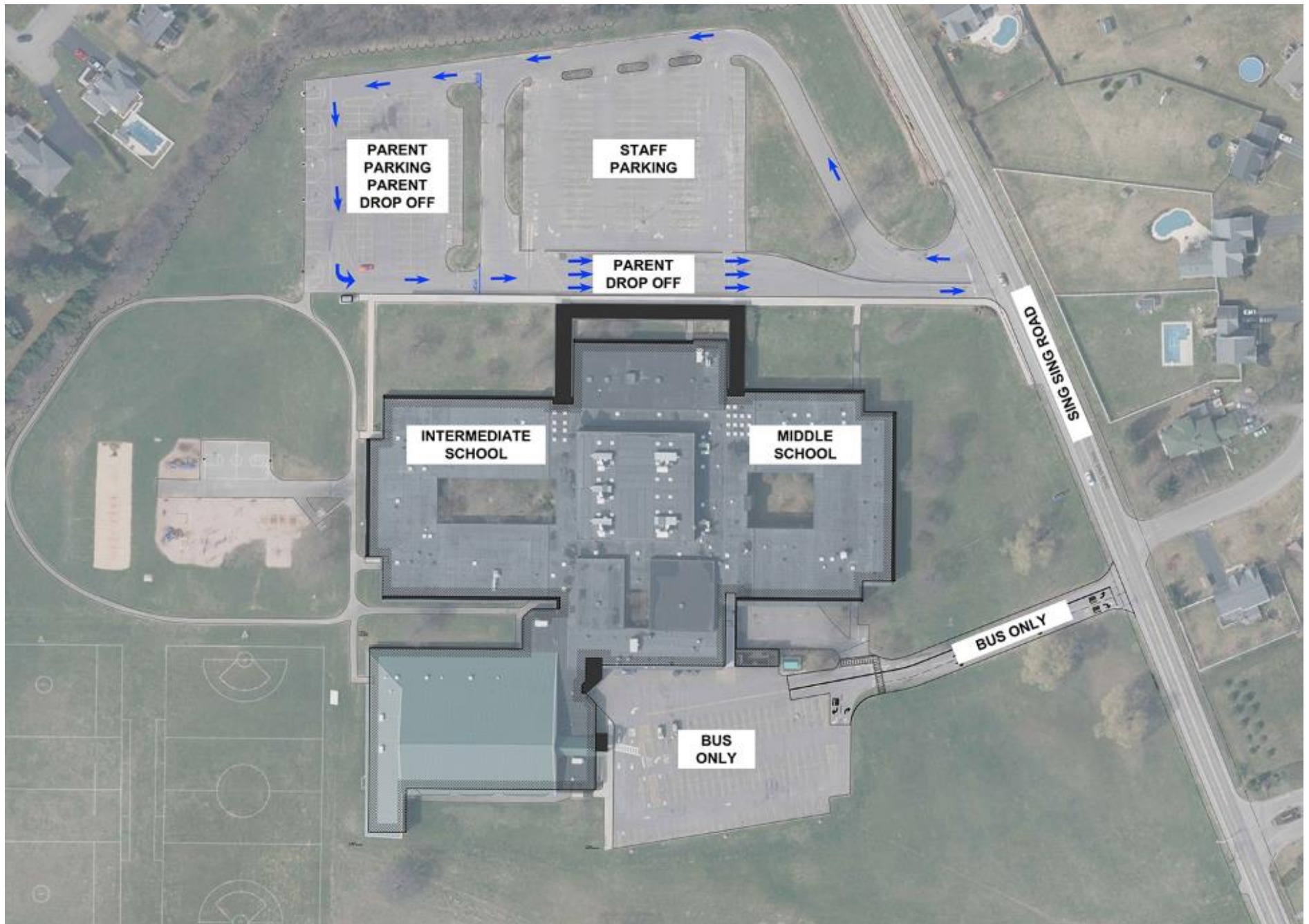
A map of the new traffic pattern for morning drop-off and afternoon pick-up is included with this letter. Thank you for your assistance and we appreciate your patience as we work on improving the traffic flow and overall safety for our students, families, staff, and community.

If you have questions, please contact me at (607) 739-6366 or mbostwick@horseheadsdistrict.com. We look forward to seeing you all on September 6 for the start of a great school year.

Sincerely,

Michael Bostwick
Principal

Intermediate and Middle School – AM Drop-Off



Intermediate and Middle School – PM Pick-Up

