

Lauren Fretto
Principal

Babylon Union Free School District

Memorial Grade School
169 Park Avenue, Babylon, New York 11702
Phone (631) 893-7980
Fax (631) 893-7990

Carisa A. Manza
Superintendent of Schools



Building Procedures

Arrival

We appreciate your assistance in helping your child(ren) to arrive on time. Morning announcements and routines help prepare students for optimal learning. Doors will open for students at the designated locations noted below beginning at 8:05 a.m. After 8:20 a.m., only the main entrance will be available for student arrival. The front circle will also close to vehicle traffic after 8:30 a.m.

While dropping off your child(ren) each morning, we kindly ask for your help in keeping the flow of traffic moving and driving slowly to ensure the safety of all community members. Security guards and other staff members will be available to assist and coordinate drop-off.

Upon arrival to the campus, please direct your child(ren) to one of the following **Entrance Points:**

- **Main Entrance:** Walkers, Bus Riders, & Bicyclists*
- **Grade 3 & Grade 4:** East Park Avenue Doors (Across from Fairfield Apartments)
- **Grade 5:** West Park Avenue Doors (Across from Fairfield Apartments)
- **Grade 6:** Students may enter using any of the above entrance points noted.

**Please note: Written permission is requested for all student bicyclists in Grades 3-6.*

Dismissal

We request a dismissal form on file for all students. This form is included in this summer mailing, and it should be returned on the first day of school.

When you know in advance, changes in dismissal plans should be communicated through a signed note to your child's teacher. In the event that emergency dismissal changes are necessary, please contact the main office by phone rather than (or in addition to) emailing your child's teacher.

The last minutes of the school day often include explanation of homework assignments, organization of materials and announcements regarding upcoming projects or events. Allowing your child to remain in class through dismissal, when possible, benefits their learning and sends the message that you value their educational experience. In the rare instances when early dismissal is necessary, please plan to pick up your child **prior to 2:00 p.m.** Dismissal after this time disrupts the routine, which is designed to ensure student safety.

- If students are riding the bus home, they will be dismissed by grade level and by specific bus in an orderly and safe fashion.
- We will be utilizing 3 departure points for students who are considered walkers, and classes will be dismissed at the following locations:
 - **Grade 3 & Grade 4:** East Park Avenue Doors (Across from Fairfield Apartments)
 - **Grade 5:** West Park Avenue Doors (Across from Fairfield Apartments)
 - **Grade 6:** West Parking Lot Doors (Facing the Field)

Transportation

- Students will be reviewing bus safety rules in school, and we ask that you also review them with your child(ren).
- School buses will only transport children between the school and their designated bus stops. The use of school transportation to alternate bus stops is not permitted.
- This year, transportation information will be available on the parent portal. Bus passes will no longer be printed for students. Parents/guardians are asked to use the parent portal to access specific information regarding bus stop locations and departure times. This information will be available on August 31st. More information will be emailed to families about how to access this information at that time.