

**John Mandracchia-Sawmill Intermediate School  
Commack, New York**

**Michelle Tancredi-Zott**  
Principal

**New Highway  
Commack, New York 11725**

**Dr. Maria Ruffini**  
Assistant Principal

MSIS Administration: 631-858-3650  
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September 2018

Dear Parents/Guardians:

The safety of each and every child is our greatest priority. To ensure the safety of all children, **no cars are permitted in the circle after 8:00 a.m., due to the arrival of buses.** When bringing your students to early morning activities such as morning sports, chorus, band, orchestra or extra help sessions, please remember to observe our safety rules:

- Cars should enter the circle in single file using only the inner lane of the driveway next to the curb;
- Children should exit the car using the passenger side only;
- Cars should leave the circle in single file;
- Please do not pass another car.

**It is not necessary to sign-in your child for morning programs such as workshops, intramurals, extra help, band/orchestra, etc.**

Please do not drop off your children on New Highway. We have had a number of incidences where cars have been double parked on the road. This creates an unsafe condition for our children. When allowing your children to exit your vehicle, please use the appropriate drop-off points.

When **picking up your child at dismissal, please do not double park vehicles** on New Highway in front of the school. This creates for very hazardous conditions for walkers and those in vehicles picking up as well. **Please park your vehicle in the side parking lot.** Please note, walkers are dismissed at 2:50p.m. and all other students are dismissed at 3:05p.m. Buses arrive between 2:45p.m.-3:05p.m. therefore; please do not park in the circle during this time as we do need this area for the buses.

I know the safety of our children is important to all of us. I thank you for your cooperation.

Sincerely,

*Michelle Tancredi-Zott*

Michelle Tancredi-Zott  
Principal