

COMMACK UNION FREE SCHOOL DISTRICT
COMMACK, NEW YORK 11725
631 -858 – 3680

MICHELLE COLLISON
Principal

WOOD PARK PRIMARY SCHOOL
New Highway
Commack, New York 11725

October, 2021



Dear Parents:

Excitement is mounting as Wood Park begins to prepare for its annual Halloween Parade. The parade is scheduled to take place on Friday, October 29th, beginning promptly at 2:15p.m. We anticipate the parade will last 15 to 20 minutes.

Should we encounter inclement weather, the parade and any other Halloween related activities will be rescheduled for Monday, November 1, 2021. We will do our best to notify the community of our intentions the afternoon of October 28, 2021.

The parade will begin at the front door under the awning and follow down the center of the front driveway. The parade will end with the children entering the fenced-in area by the back playground. Parents are encouraged to view the parade from any of the **GRASSY AREAS** around the school. **PLEASE AVOID STANDING IN THE FRONT DRIVE, UNDER THE AWNING AND IN THE FRONT DRIVEWAY.** These areas will need to remain clear for the children to parade.

As always, the safety of our children is our number one priority. In order to ensure the children's safety and security, we ask that you assist us in the following ways:

- Students' may wear their costumes to school. **Please ensure that the costume choice is one that will allow your child to make independent trips to the restroom.**
- Send your child to school in a costume that is comfortable and appropriately sized.
- **Insure that if masks are worn with the costume, they:** not obstruct your child's vision in any way, not obstruct your child's ability to breathe, and should be selected with discretion as not to create unnecessary fear in, or discomfort to, other children.
- **We cannot send home any goodie bags with food items.** Please do not send in food items for children to take home.
- In support of the District's **Food Allergy procedures**, there will be no food allowed during Halloween classroom celebrations. The children will enjoy crafts, games, and much more.

Because we anticipate that many parents will choose to take their children home after the parade, we ask for your cooperation as we implement a release system that is designed to protect the children of Wood Park. Please see the reverse side for dismissal/sign-out procedures.

Sign-out/Dismissal Procedures:

- **Do not enter the building until after the parade.** All doors will be **locked** until all of the children have **re-entered their classrooms.**
- **One masked parent** may enter the school after all children have returned to their classrooms.
 - **Kindergarten & Grade 1 Parents,** please enter the building through the **Main Entrance.**
 - **Second Grade Parents,** please enter the building through the **Walker Door Entrance**
- If you are taking your child home after the parade, please complete the form below and return it to your child's teacher as soon as possible.
- If you are granting permission for someone else to pick up your child at the conclusion of the parade, we must have that information from you, **in writing**, on the **morning of October 29th.** **If you are picking up your child, be sure to bring photo identification along with you.** We will **not** release any child until we can verify identification.
- *Once signed out, your child will receive a sticker which will need to be displayed on your child's hand as they exit the building.*
- Parents should exit the building through the grade level wings to avoid congestion in the hallways. There will be multiple staff members in each hallway to assist with an orderly and safe dismissal.

Sincerely,

Michelle Collison

Michelle Collison, Principal

HALLOWEEN PARADE DISMISSAL FORM

Student's Name (First & Last) _____

Classroom Teacher _____

Room#: _____

I will be taking my child out of school following the Halloween Parade.

Parent's Signature _____