

COMMACK UNION FREE SCHOOL DISTRICT
Commack, New York 11725

Wood Park Primary School

15 New Highway
Commack, NY 11725

Michelle Collison
Principal

Tel: (631) 858-3680
Fax: (631) 858-3698

May 2024

Dear Second Grade Parents/Guardians,

We are looking forward to our Moving Up ceremonies that will be held on June 25, 2024. Our goal is to provide each of our families with fair and equal access to our facilities. In order to accomplish this, we will have two graduation ceremonies, one at 9:30am and one at 10:45am.

Session #1 Ceremony Time: **9:30am** Mrs. Lund, Mrs. Sanseverino

Session #2 Ceremony Time: **10:45** Mrs. Atlas, Ms. DeVita, Mrs. Panos, Mrs. McGeever

Weather permitting, our ceremony will be held on the back field. Please enter the back field through the front gate near the Kindergarten wing. We will have signs clearly labeled for our ticket holder and non-ticket holder lines. If the ceremony is outside, we will follow the plan below:

Outside Plan

- ❖ All family members are welcome but are not assured a seat.
- ❖ Three tickets will be issued to each child to assure that three family members will have a seat.
- ❖ Tickets will go home on Thursday, June 20, 2024.
- ❖ Parents attending session #1 may **line up at 9:20am** outside the Kindergarten wing by the black top area. Parents attending session #2 may begin **lining up at 10:35** in the same location.
- ❖ Please fill in the seats as they are available. Please **DO NOT** save seats.

- ❖ **All non-ticket holders will be allowed to enter the ceremony area once all ticket holders have been seated. If there are no available seats, they will be able to stand in the back to view the ceremony.**
- ❖ Lawn chairs will not be permitted and there will be a holding area for strollers.
- ❖ Once the ceremony has ended, you will be able to join your child and his/her class in the courtyard for refreshments. For your convenience, we have included a permission slip tear-off for you to fill out should you wish to take your child home following the ceremony and refreshments.
- ❖ If you have concerns regarding handicap accessibility/accommodations, please call the Main Office prior to June 20, 2024.

Inclement Weather Plan

- ❖ The ceremony will be held in the Gymnasium and will follow the schedule outlined below:

Session #1 Ceremony Time: **9:30am** Mrs. Lund, Mrs. Sanseverino

Session #2 Ceremony Time: **10:45am** Mrs. Atlas, Ms. DeVita, Mrs. McGeever, Mrs. Panos

- ❖ Three tickets will be issued to each child to assure that three family members will have a seat. Tickets will be going home on Thursday, June 20, 2024.
- ❖ **All non-ticket holders will be allowed to enter the ceremony area once all ticket holders have been seated. If there are no available seats, they will be able to stand in the back to view the ceremony.**
- ❖ Due to limited space, strollers will not be permitted.
- ❖ For your convenience, we have included a permission slip tear-off at the bottom of this letter for you to fill out should you wish to take your child home following the ceremony.

We will only be able to accomplish our goal of fair and equal access for each of our families if **all** our families follow the procedures outlined above. With your support, we know that these procedures will allow everyone a comfortable view of the children during this special ceremony.

It has been a pleasure working with the second-grade students and families this year. We wish you all the best!

Sincerely,

Michelle Collison

Principal

Student's Name (First & Last): _____

Classroom Teacher: _____

Room #: _____

I will be taking my child out of school following the Moving Up Ceremony on June 25, 2024

Parent's Signature: _____

BEFORE LEAVING THE BUILDING FOR THE DAY, PLEASE BE SURE TO CHECK IN WITH YOUR CHILD'S CLASSROOM TEACHER.

Please return to the classroom teacher by 6/17/24