

MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT

Roberta A. Gerold, Ed.D.

New Lane Memorial Elementary School



15 New Lane
Selden, NY 11784
(631) 285-8905

Phyllis L. Saltz, Principal

Robin Newberg, Assistant Principal

Dear Parents and Guardians,

We want to make you aware of procedures that have been in place for the safety of students and staff of New Lane Elementary School.

All visitors entering the building for celebrations, conferences, PTA events, as well as picking up any child including, but not limited to: illness, appointments, missed bus, etc. **MUST** have a photo ID. Please do not leave it in the car as we will tell you that you need to retrieve it. It doesn't matter if the regular people at the door know you, you still need to have photo ID.

A reminder about notes for pickups: it is essential that you write a note when picking up your child. It allows the child to be prepared when you arrive. If they are in a special, at lunch, recess, the STEM lab, etc., it will take time to retrieve them and get back to the classroom to pack up. Please be aware, we do not call into the classroom to have your child ready until you arrive so please allow enough time. Many times, a parent will say 5 minutes and it can be up to an hour before they arrive for whatever reason and the child is missing classwork, an assembly, a special or sitting in the office bundled up. Of course, we understand that emergencies can arise at any time and when that happens, when you call, we will ask you to fax or email your pickup request so we are aware of who is coming to pick up your child. Please be sure that anyone that may pick up your child is listed on the emergency contact card which can be updated at any time (in person by parent or guardian).

Please remember, these procedures are in place for the safety of your children.

We thank you for your cooperation in this matter.