



# PLAINEDGE PUBLIC SCHOOLS

## JOHN H. WEST ELEMENTARY SCHOOL

499 BOUNDARY AVENUE  
BETHPAGE, NY 11714  
(516) 992-7500 FAX (516) 992-7505

EDWARD A. SALINA, JR., ED.D.  
SUPERINTENDENT

SARA AZIZOLLAHOFF  
PRINCIPAL

### 2025-26 ARRIVAL AND DISMISSAL PROCEDURES

#### Walker Arrival

- **All doors will open at 8:50 am and will close by 8:55 am.**
- Students will need to be signed into school in the front lobby if they arrive after 8:55 am.
- Kindergarten through 5th Grade walkers should enter through the two designated walker doors located at the back of the building with entrance on Boundary Avenue (K-3rd through the walker door closest to the playground/4<sup>th</sup> and 5<sup>th</sup> Grades through the walker door furthest from the playground).
- Students will be marked late after 9:00 am.
- **The Quick Drop Off arrival option will become available after the first couple of weeks of school. You will be notified when Quick Drop Off is available with details regarding those procedures.**
- Faculty and staff will be on duty at each door, as well as in the hallways, in the mornings and afternoons to help the children enter and exit the building.

#### Walker Dismissal

GRADE	TIME	DISMISSAL DOOR
Kindergarten	2:55 pm	Kindergarten exterior classroom doors on the Boundary Ave. side of the building
First Grade	2:55 pm	Walker door – closest to the playground
Second Grade	2:56 pm	Walker door – closest to the playground
Third Grade	2:56 pm	Walker door – furthest from the playground
Fourth & Fifth Grades	2:57 pm	Walker door – furthest from the playground

#### Other Arrival/Dismissal Considerations For ALL Students

- If you need to make a dismissal change, please send a letter to the teacher on that day. If you are making a change after the school day has begun, please make efforts to call the main office before 12pm.
- Please do not call the front office after 2:00 pm with dismissal changes, unless it is an emergency.
- In order to ensure the safety and welfare of our children, please obey the traffic laws and drive with extreme caution when picking up or dropping your children off at school.
- Cars are not permitted to enter or exit the parking lot via the Boundary Avenue entrance between the hours of 8:35 - 9:10 and again from 2:35 – 3:10, as this area serves as the bus entrance, as well as the bus circle.

We are looking forward to a great 2025-26 school year and appreciate your continued support in maintaining school safety.

Sincerely,  
Sara Azizollahoff  
Principal