

**PARK SHORE COUNTRY DAY SCHOOL
450 DEER PARK ROAD
DIX HILLS, NEW YORK 11746**

VISITOR PROCEDURES

Dear Park Shore Parents,

We would like to review our Visitor Procedures with you.

§ **For all Sessions - AM, AM/Mid, Mid-Day, Full-Day** parents dropping off their children should bring their child/ren to the Main Office or directly to the classroom. Each child must be signed out at the end of their session before they can be released.

Rooms 2,3,4,5 - Sign out in Main Office

Rooms 7, 8, 9,10,11,12 - LC1, LC2 and LC3 - Sign out in the classroom with your child=s Teacher

Individual Classroom Sign Out Sheets will be posted outside your classroom everyday.

§ If your child is in Room **9, 10, 11, 12, LC1, LC2, or LC3**, parents should park their cars in the main entrance parking lot located on the right of the main entrance across from the Mid-day building. **If your child is in Room 2,3,4,5,7, or 8 (Toddlers)** please park your car in the left parking lot near the Main Office.

§ Please **DO NOT** park in the bus parking circle when dropping off or picking up your child/ren as the buses are coming in and leaving throughout the day.

§ If you would like to pick up your child early, please call the office and we will make the necessary arrangements to have your child ready at the time you designate. When you arrive we will have your child brought to the main office where you will sign them out.

§ If you would like to observe your child in class or on the playgrounds prior to picking them up, please check into the main office first. We will be happy to bring you to your child=s class. You will be issued a visitor=s pass from the main office.

§ **FOR SECURITY REASONS, WE MUST ASK THAT ALL VISITORS CHECK INTO THE MAIN OFFICE FIRST. VISITORS MUST BE ESCORTED ON THE GROUNDS AT ALL TIMES.**

§ We will have Directors at each building to supervise the arrival and escort children to their classrooms. We will also have Directors, bus aides and classroom assistants bring the children to their buses at dismissal and oversee the safe arrival/dismissal of all our children.

We appreciate your help and cooperation regarding transporting your children and visiting the school.

Please feel free to call our office if you have any questions.

Sincerely,

Bob & Chuck
Bob & Chuck Budah
Owners-Directors

Dianne Vitucci
Education Director