

Massapequa Public Schools

J. P. MCKENNA ELEMENTARY SCHOOL
210 SPRUCE STREET
MASSAPEQUA PARK, NEW YORK 11762
TELEPHONE: 516.308-5501 · FAX: 516.308-5509

OFFICE OF THE PRINCIPAL
September 2024

ARRIVAL/DISMISSAL PROCEDURES FOR SEPTEMBER 2024

Dear Parent(s)/Guardian,

For the safety of our children here at J. P. McKenna, it is **imperative** that everyone adhere to the following *arrival(8:25 a.m.) and dismissal(2:40 p.m.) procedures*. During dismissal if you would like to meet your child/children at one of the *designated dismissal doors*, please park your car on a neighboring street. Please be courteous to our neighbors and do not block their driveways.

STUDENT(S)	ARRIVAL/DISMISSAL
Bus Students	Main Entrance
Walkers Kindergarten	Second Avenue (Door by front parking lot)
Walkers Grade1	Roosevelt Avenue (Inside Gate)
Walkers Grade 2	Roosevelt Avenue (Outside Gate)
Walkers Grades 3, 4 and 5	Second Avenue (Little toy entrance)

Please take note of the following:

1. For **arrival purposes**, students **must enter** the building through their designated door.
2. For **dismissal purposes**, students **must exit** the building through their designated door.
3. Students are **not permitted** to leave from the front of the building by the main entrance.

Additional information will be provided by your classroom teacher(s) on the first day of school. In the event of any change in your child/children's dismissal procedure, please inform your child/children's teacher in writing **no later than** the day of the change. No verbal request will be honored, for the safety of your children.

Sincerely,

J.P. McKenna Administration