

Whitehall Elementary School  
99 Buckley Road  
Whitehall, NY 12887  
518-499-0330

Dear Whitehall Elementary Parents,

I hope you and your family are enjoying the summer recess. Soon the 2022-2023 school year will be upon us and I am looking forward to meeting you and looking forward to the great opportunities the new year will bring us!

I wanted to take a moment to inform you of some changes for the new school year. Breakfast will run out of our cafeteria from **8:00-8:30am**. Buses will drop students off when they pull in the circle to give all students an opportunity to eat breakfast before heading to the classroom. Elementary students who are not utilizing the WES school bus system should arrive no earlier than 8:00a.m. These students will use the main entrance and will report to the cafeteria to have breakfast, or wait to be released to their classrooms. Students who do not wish to have breakfast at school can be dropped off between **8:30-8:40**. **Classroom instruction will begin at 8:40am.**

Students arriving after 8:40am will be considered tardy to school. These students will report to the greeter's desk. Families should be prepared to provide a reason for students' tardiness.

STUDENT Departure: Buses & Circle pick up arrive and are ready for students to be dismissed at 3:10pm. All students are expected to ride their designated bus home, unless other arrangements have been made and approved by the Transportation Department.

**\*\*Parents who need to make an unexpected change to their child's end of day plan MUST notify the Elementary School main office @ 518-499-0330 BEFORE 2:30pm. In order to ensure a safe and orderly dismissal, the main office will NOT receive telephone changes after 2:30pm. NO student will be dismissed early after 2:45pm, if a student needs to be picked up after 2:45pm they will need to be picked up in the circle pick up line.\*\***

Sincerely,

John Godfrey  
Interim- Elementary Principal

Your Child's Next Year Teacher: \_\_\_\_\_