



# COMAN HILL ELEMENTARY SCHOOL

BYRAM HILLS CENTRAL SCHOOL DISTRICT

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Dear Coman Hill Families,

Welcome! The purpose of this message is to help everyone navigate the first days of school, which begin on September 3rd. Please carefully read the information.

Children are encouraged to ride the school bus to Coman Hill. Riding the school bus helps children learn about independence, managing free time, socializing with peers, and being responsible for themselves and their belongings. If you do decide to bring your child to and from school, the expectation is for children to open and close car doors, buckle their own seat belts, and be responsible for their belongings. This is the expectation. Faculty and staff will be available to assist our children as they learn these life skills. Thank you for partnering with us as children grow in independence and responsibility.

## Arrival at 9:10

- **Buses-** children exit the buses at the front entrance of the building starting at 9:10. Staff will help the children enter the building.
- **Parent Drop-off-** children exit their car by the cafeteria entrance of the school starting at 9:10. Cars enter the loop by the playground. Staff will help the children enter the building.
- **Tardy/Late Drop-off** is the arrival to school after 9:20. At that time, parents must park their vehicle, walk their child to the front entrance, scan the Late Arrival QR Code, complete the online form, and ring the bell. Our security guard will open the door and escort your child inside.

## Dismissal

- **Buses** have the first departure priority. It is important for your child to know what bus they ride. Your child's bus number can be found on the parent portal. Please review with them.
- **Parent Pick-Ups** need to have QR code visible and identification ready upon entering the Coman Hill Campus. Once approved, the child will be called from the classroom. Parents stay in their cars. Please follow staff instructions as you wait for your child to exit the building. Staff will help to match the child to the car. At the start of the school year, we will begin parent pick-up dismissal at 2:45. We will move this to 3:10 as the month progresses.
- **QR Codes** please keep in a safe place.
- **Parent Pick-Up Form-** Make sure you fill out the Coman Hill Dismissal Form located at [CH End-of Day Pick Up Notification Form](#) by the 12 noon deadline. The adult name entered on the pick-up form must

match the photo ID of the individual picking up your child. If your child is attending Armonk Children's Corner, please complete this form. If there is an emergency and/or dismissal plans change, please call the main office and email [comanhilldismissal@byramhills.net](mailto:comanhilldismissal@byramhills.net).

- **Activity Buses** are available to first and second graders who participate in activities that take place off the school grounds. Activity Bus will begin on September 16. There will be more information to come about the Activity Bus protocols.
- **Grades 1 and 2 Playdates** will begin on September 16.
- Grade K Playdates will begin on October 15.
- **Early Pick-Up**- The final opportunity for early pick-up is 2:30pm. Please email [comanhilldismissal@byramhills.net](mailto:comanhilldismissal@byramhills.net) stating the time and name of the person picking up the child. Please be sure the person picking up has a photo ID on them.

### Lunch and Snack

- Children eat lunch in the cafeteria and snack in the classroom.
- Children may purchase lunch from Chartwells. All lunches include a choice of fruit, 100% fruit juice, vegetable, and milk (choice of skim milk, 1% low-fat milk, or skim chocolate milk). When purchasing lunch, children will choose their lunch at the time of purchase.
- Chartwells Food Services
  - Prior to purchasing lunch, parents should create an online account with Chartwells by visiting [mypaymentsplus.com](http://mypaymentsplus.com). This will enable a touch free payment service.
  - Funds can then be added to your child's lunch account via the payment plus website or by mailing a check to Coman Hill Elementary School, Attn: School Lunch Office, 558 Bedford Rd, Armonk, NY 10504. Please make checks payable to "Byram Hills Lunch Program" and include your child's full name and grade.

### Birthdays and Celebrations

- Parents can send in treats to celebrate their child's birthday.
- Teachers will organize class celebrations with the help of the PTSA Class Parents.
- Parents of a child with a food allergy are responsible for sending in appropriate food items for snack and classroom parties. Safe snacks may be brought in prior to a party to be kept in the classroom or health office.
- Parking space is limited at Coman Hill. When attending parties or events, carpools are recommended.

### Medication Drop Off

- If you were unable to drop off medication last week, please contact Nurse Kristy Lozina [klozina@byramhills.net](mailto:klozina@byramhills.net).

### Parent Portal

- There is a new link which can be found on the District website at [www.byramhills.org](http://www.byramhills.org). The new link can be found [here](#). This process must be completed in order to update emergency contact information and

sign-off on the District AUP and Code of Conduct. If you have any questions about accessing the Parent Portal, please contact Mattie Garcia; magarcia@byramhills.org.

### **Recess**

- Our goal is for the children to go outside for recess.
- Please send the children to school in safe shoes for running and playing.

### **Other Resources**

- Byram Hills PTSA- website [here](#).
- Byram Hills Education Foundation- website [here](#).

**We look forward to welcoming your children to Coman Hill on September 3rd!**