

WEST Hours 8:55 AM-3:00 PM

Children should arrive at school between 8:30 AM and 8:55 AM. There is no teacher coverage before 8:30 AM. There is an extended day program (fee based) from 6:45-8:40 AM and 3:00- 5:30PM. To register for this program please contact Mrs. Jean Noonan, Program Director, at the Roman House 694-6000.

Parking

Visitor parking is in the lot next to the school cafeteria loading dock. Please do not park in front of the school, as the front driveway is bus and emergency vehicle access.

Regular End-of-Day Dismissal

Walkers will leave the school through the front door. Car riders will leave the school through the side door to the parking lot beside the school and will be escorted to the waiting vehicles by the teacher on duty. All parents wishing to pick up children at dismissal should wait in the school parking lot for their children to exit the school.

During School Dismissal

All dismissals are from the office. Children must be signed out by the parent, guardian, or other approved adult in the presence of the school secretary or school administrator.

School Security

Security cameras are in place at the main entrance to the building. All exterior doors are locked after 9:05 AM. To gain access to West after 9:05 AM you will need to press the buzzer to the left of the door, where you will be asked to identify yourself and state your business. Upon entry, you must proceed directly to the Main Office counter where you will sign in and be issued a visitor's pass. This procedure is in place to insure the safety of the students and staff of the school community.

Absences

If your child is absent on a particular day we request that you call the school prior to 8:55 AM and leave a message on the school's answering machine...694-6050.

Bus Transportation

Your child must have a note from you changing their status of Walker, Car Rider or Bus Rider. We

must have this note in the office in the morning. Please avoid calling at the end of the day unless it is an emergency...thank you for your help!

School Nurse – Mrs. Lisa Hannigan is our school nurse. Please keep in close communication with Mrs. Hannigan with specifics as they pertain to your child. Mrs. Hannigan can be reached through the main school telephone number.

Custodians

David Flibotte and Brian O'Neill are the custodians assigned to our building. They keep the West spotless and well organized in preparation for the students and teachers every day.

Kitchen Staff

Mrs. Eileen Costello manages the kitchen at the West. Her one request is to ask parents to keep their child's account current. She may be contacted through the West main number if you have any concerns.