



TEN BROECK ACADEMY & FRANKLINVILLE CENTRAL SCHOOL

32 NORTH MAIN STREET ♦ FRANKLINVILLE, NEW YORK 14737
OFFICE TELEPHONE: (716) 676-8020 ♦ OFFICE FAX: (716) 676-2797

ELEMENTARY PRINCIPAL – THOMAS RIDDOCH

October 15, 2021

Franklinville Families,

Thank you for your patience and understanding during the morning arrival at the elementary school. Drop off in the morning can be busy and sometimes hectic. To ensure everyone's safety and security I would like to clarify some morning procedures.

- Staying in line and pulling up at the South Entrance curb is the preferred method of student drop-off.
- The South Entrance doors will be open daily from 7:30 till 7:45. At 7:45 the doors will be closed. Anyone arriving after 7:45 should proceed to the main entrance. Your child will be marked tardy after 7:50.
- When dropping at the curb in the morning, please pull as far down as possible to maximize space. Students should exit on the passenger side and walk down/on the sidewalk to the south entrance.
- Please do not leave your car if you are in the drop-off lane.
- If you are choosing to walk your child to the door, we ask that you park in one of the designated spots and follow all crosswalks and staff directions. Please don't cross between cars except in the crosswalk.

Thank you again as we get all of our students safely into the building in the morning. Our students' safety is our number one concern. If you have any questions or would like clarification on any procedures please call me at the Elementary office number, (716) 676-8020.

Thomas Riddoch

Elementary Principal