

# Bell Top Elementary School

## Halloween Celebration

October 2019



Dear Parents and Guardians,

The Bell Top Elementary School's Annual Halloween Parade will begin at 1:30 p.m. on Thursday, October 31, 2019. Classrooms will be called by grade level to line up and exit the building via the doors located closest to the physical education/playground area. All parents are encouraged to assemble outside for the parade.

***If you know in advance that you will be bringing your child home with you at the end-of-the day, it is extremely helpful to our staff if you send a note in with your child on that morning.*** This makes it easier for our main office staff to accurately account for all students before releasing the buses for our dismissal. ***As a reminder, all parents are required to sign their child out and check in with their child's teacher(s) prior to leaving the school grounds.*** Once a child is signed out, they must remain with their parent/guardian at all times. All parents and visitors at Bell Top School must sign in at the **main office** as soon as they enter the building to get their required visitor's sticker. All parents and guardians that are unfamiliar to our Bell Top staff will be requested to show proper identification. At the conclusion of the parade, parents will be able to sign their child out in their child's classroom (On October 31, 2019 only). Please do not park your vehicle around the front circle on October 31, 2019 as it interferes with our bus dismissal process and will cause a safety risk in the event of an emergency.

Students should not wear their costumes to school. All costumes should be brought to school in a bag clearly marked with the student's full name. No weapon accessories will be permitted. All **adult** visitors are asked to **not wear masks** so that you are easily identified by staff and students. Students will be allowed to wear masks that are appropriate during the parade. When selecting a costume for October 31, 2019, please consider the ability of your child to safely navigate the parade route.

Please keep in mind that the safety and welfare of all of our students, staff and community continues to be a top priority for all of us here at Bell Top Elementary School.

If you have any questions or concerns, please feel free to contact me. I appreciate your support and cooperation.



#### Tentative Parade Route:

Students and staff will exit out the doors located by the Physical Education wing, then turn right and head towards the back field. They will circle the track two times. Students will re-enter the building through the same doorway that they exited (physical education wing).

In case the weather does not cooperate with us on October 31, 2019 and we are unable to venture outside, our parade route plan will be to walk down the 54 wing (Kindergarten, grade 1, grade 2) hallway, circulate the gymnasium, venture back down the 54 wing, into and around the cafeteria, back down the 54 wing (2 passes), and then students and staff will return to their classrooms.

Parents are welcome to line up outside on both sides of our parade route to see the children and take pictures. If we have to remain inside and go with **Plan B**, parents are welcome to come inside, but **all visitors must sign-in**, so please plan accordingly regarding time as I am certain the sign-in lines will be long on that day. For the inside parade route, parents are asked to please congregate in the gymnasium and/or cafeteria so that students can navigate the hallway safely.

Respectfully,

Marty Mahar

