

---

---

October 13, 2017

Dear Parents:

Our annual Halloween Parade will be held on Tuesday, October 31<sup>st</sup> from **9:00- 9:10 a.m.** The parade will include all students in grades K-5. Please read the information below regarding the Halloween Parade:

1. **Students should wear their costumes and all necessary makeup to school on Oct. 31 and arrive as usual by 8:10 a.m.** If a child's costume will not interfere with the school day (e.g. a football uniform, a Cinderella dress), he or she may wear the costume for the day. Students with bulky costumes or costumes that may cause them to become too hot or too cold during the school day should wear comfortable clothing underneath, and they may take off their costumes after the parade. Please send a bag with your child's name on it if your child will need to take his/her costume off. Please be mindful of safe footwear, as children use the stairs throughout the school day.
2. Costumes should be appropriate for elementary school. No swords, guns, knives, wands, or anything that may be scary for young children or dangerous in a large group will be permitted. Children are not permitted to wear masks during the parade for safety reasons.
3. Students will parade out the gym doors, along the edge of the playground equipment, and around the perimeter of the field one time. The parade usually lasts about 10 minutes. Students will re-enter the building through the main entrance. Visitors should stand on the field, except in the area between the baseball diamond and the gym, as children will not pass this area. Staff members will be available to assist visitors along the parade route. Please arrive early, as parking is limited.
4. In case of inclement weather, the parade will be cancelled. The Honeywell Instant Alert system will be used to notify parents of a cancellation. Students may still wear their costumes to school on October 31<sup>st</sup> if the parade is cancelled.
5. We are committed to maintaining a safe and orderly environment during Halloween activities. **Parents and visitors may not enter the school building before, during, or after the parade.** Parents and adult visitors should not wear costumes to the parade.
6. Children will be dismissed on October 31<sup>st</sup> according to their usual Monday dismissal plan. If your child's dismissal plan will change on October 31<sup>st</sup>, you must send a note to the child's teacher in the morning.

We appreciate your cooperation and look forward to our Halloween Parade!

Yours truly,

Sheila Buck  
Principal

