



Dear Westgate Parents,

We are planning our annual Halloween extravaganza for the afternoon of Friday, October 31st. Students will be in costume (in the afternoon) to celebrate the special day! Teachers and parents are planning a fun afternoon of games and activities! Although most children take part in the costume parade and parties, their participation is completely voluntary. As you are planning your child's costume, please remember we are a kindergarten through fifth-grade elementary school. Students remaining in school during lunch should plan on costumes with limited make-up accessories. We are requesting your cooperation in selecting school-appropriate costumes that avoid violence, sharp objects, weapons, unnecessary gore, etc. **At the discretion of the principal, students with inappropriate costumes will not be able to participate in the parade.** If you are unsure of the appropriateness of your child's costume, please contact the office.

The costume parade will start at 1:45 PM (please note lunch changes below for Halloween). Weather permitting, the parade will begin outside on the sidewalk. Students in grades 1st and 2nd will exit the building using the Primary Doors and line up on the sidewalk along Dwyer Street. Students in kindergarten and 3rd grade will exit the building using the Main Doors and line up on the sidewalk in front of school. Students in grades 4th and 5th will exit the Grove Street door and line up on the sidewalk along Grove Street west of Dwyer Street. The office team will lead the parade and students will parade in the following order: Kindergarten, 3rd, 1st, 2nd, 4th and 5th grades.

The parade will walk north on the west side of Dwyer Street to Sigwalt, and then return to Westgate walking south on the east side of Dwyer Street. Parents are welcome to line the parade route outside along Dwyer Street. (*Students will exit the Primary Door, Main Door, and Grove Street Door. The entire school will meet on the southwest corner of Grove Street and Dwyer Street.*) ***The parade will be cancelled due to rain or the route will be reduced due to extreme cold weather. A SchoolMessenger will be sent out to Westgate families at 12:00PM announcing either the cancellation of the parade or the reduction of the parade route.***

Traditionally, many students go home for lunch on Halloween to change into a costume. However, in recent years, more children remain at school for recess and lunch. To ensure all children will be able to go home and return for the Halloween parade at the same time, **the lunch time for ALL grades will be from 12:30 - 1:30PM as follows:**

Grades 1-5: Lunch 12:30-1:00/ Recess 1:00-1:30PM

If your child is in grades 1-5, then please complete the portion on the next page and return it to your child's teacher by Friday, October 24th.

Students leaving the school for lunch will use the following exits: Main Door (Door #1), Primary Door (Door #2), and 5th Grade Door (Door #16.) The Cab Doors (adjacent to the North Parking Lot, Door #13) will not be used for lunch dismissal.

*Remember: Students leaving for lunch should not return to school prior to 1:30PM. Returning students should line up at the Main Entrance (Door #1.) **There will be no supervision prior to 1:25PM. Students may not enter the building until 1:30PM***

Children who stay at school for lunch will have the opportunity to change into their costumes during the lunch/recess hour. There will be limited adult assistance for costume preparations and it is advisable to keep the costume simple.

Special Note For Kindergartens.... All kindergarten students should come to school dressed in their costumes. AM classes will have their parties during their class time and will parade outside (weather permitting) around the Circle Drive during the morning class time. In the event of rain or inclement weather, the AM parade will be canceled. There will be no indoor parade accessible to parents. THE AM KINDERGARTEN PARADE CANCELLATION NOTICE WILL BE MADE BY 9:00AM THROUGH SCHOOLMESSENGER AND EXTERIOR PA SYSTEM. The PM Kindergarten children will join the all-school parade in the afternoon. The AM Kindergarten children are invited back at 1:45 PM to join in the all-school parade if they so desire. All AM Kindergarten children participating in the afternoon parade need to be accompanied by an adult. Please refer to homeroom Kindergarten letters for more information regarding Halloween festivities.

We know students look forward to this event, and we hope you will join us!

Caz Badynee
Principal

**** Please Save This Letter for Your Reference ****



cut and return

FOR ALL STUDENTS IN GRADES 1-5 ONLY

Name _____ Grade _____

Homeroom Teacher _____

Please check the appropriate statement:

___ I will be **going home for lunch at 12:30PM** and returning to school at 1:30PM in my costume ready for the Halloween Parade.

___ I will **stay at school for lunch**. I will bring my costume to school and prepare for the parade and party during my lunch/recess period. *(There will be limited support to assist students with make-up accessories during lunch recess.)*

Please Return By Friday, October 24th