

Final

**Horseheads CSD
School Building
Start & End Times**

2025-2026 School Year



Building Opening and School Start Times

2025-2026 School Year

| | Building Opens | Students To (Classroom/Breakfast) | Starting Bell (Classes Start) | Instructional School Day | Ending Bell (Dismissal) |
|----------------------------|------------------------------------|--------------------------------------|----------------------------------|---------------------------------|----------------------------|
| Middle School | 6:50 AM | 7:00 AM | 7:15 AM | <i>Instructional School Day</i> | 2:05 PM |
| Intermediate School | 6:50 AM | 7:10 AM | 7:19 AM | <i>Instructional School Day</i> | 2:05 PM |
| High School | 7:20 AM | 7:20 AM | 7:35 AM | <i>Instructional School Day</i> | 2:35 PM |
| Elementary Schools | 7:50 AM* 8:20 AM* | 8:35 AM | 8:40 AM | <i>Instructional School Day</i> | 3:26 PM |
| PreK (Only) | N/A | N/A | 9:00 AM | <i>Instructional School Day</i> | 2:30 PM |

*** Buildings will open for early drop off at 7:50 AM only for approved eligible students**

*** Buildings will open for all students at 8:20 AM.**

Early Drop Off Eligibility Requirements:

Parents/ Guardians must provide documentation for each of the following:

- a. inability to use school transportation,
 - b. proof of an 8:00 AM or prior daily start to your workday,
- AND**
- c. no other reasonable way to transport their student

Space for this temporary early drop off may be limited

Please Note:

Early Drop Off will only be available from
September – December

Parents/ Guardians will need to make
accommodations for the permanent
8:20 AM building open times for January 2026



Temporary Early Drop Off Application

Person filling out Application

Application #

Temporary Early Drop Off Application

Application Date:

Parents Last Name:

Parents First Name:

District Address:

Parent Phone #:

Students Name:

(K,1,2,3,4)

Elementary School:

Grade:

Student AM Bus Run #:

Your Work Start Time:

Student AM Bus Pick Up Time:

Employer:

Requirements for Temporary Early Drop Off Approval *(Circle Yes or No)*

AM bus can pick up student and allow time for parent to get to work?

Yes

No

Did parent provide verified work documentation?

Yes

No

Does the parent have any other reasonable transportation means?

Yes

No

Transportation Recommendation Thru 12/30/25

Date:

Approved

Initials

Declined

Initials

Reason for Declination

Determination communicated to

Time:

Initials

Date:



CONSOLIDATED DELIVERY
333 ROUTE 14
PINE VALLEY, NY 89101

607-555-5555
NOA@CONSOLIDATEDDELIVERY.COM
WWW.CONSOLIDATEDDELIVERY.COM

Sample Letter for the Temporary Early Drop Off Application Process

Dear Horseheads CSD Transportation Department,

As an employer in the Horseheads Central School District area, I would like to request that our employee, **Mr. John Doe**, who resides at **143 Hibbard Road Horseheads, NY** be allowed to participate in the Temporary Early Drop Off program at their **Big Flats Elementary**.

The reason for this documentation is because Mr. John Doe **is required to be at work for 8:00 am Monday through Friday** to maintain their employment. There are no other work alternatives for this employee's current work schedule and duties.

We would appreciate any assistance in the matter with the HCSD Temporary Early Drop Off Program being offered through December 2025. If you have any additional needed information that I can assist with this application, please feel free to contact me at our companies phone number above.

Thank you for your consideration,

Sincerely,

Signature of employer contact

All Bold and Highlighted information above is required, from your employer and on company letterhead, for the Temporary Early Drop Off Application to be processed.