



The New York City Department of Education  
**Public School 34 K**  
**Oliver Hazard Perry Elementary School**  
131 Norman Avenue  
Brooklyn, New York 11222

Carmen Asselta  
*Principal*

Alain Beugoms  
*Assistant Principal IA*

October 5, 2018

Dear Parent/Guardian,

I am writing to remind you of our school policies/procedures below which have been put into place to assist with the effective management of our school building, to avoid the interruption of instruction and to ensure the **safety** of all students.

- **Arrival and Lateness** - Our official school hours are **8:15am-2:35pm**. The school doors open at **7:30am** and close at **8:20am**. Students arriving to school after the school yard door is closed will be marked late. Please remember that lateness is recorded on student's permanent school record. It is vital that your child(ren) arrive to school on time each day.
- **Absences and Early Release** - Students should not be released early from school on a regular basis. Please provide medical documentation/explanation for early release of your child(ren). If you must pick up your child(ren) early, please send your child to school with a **note** to the teacher indicating the time and reason for early release. This will help to alleviate waiting time for you as well as lessen disruption to the office staff.
- Students cannot be signed out between **2:15pm-2:35pm each day**. During this time, your child will be copying homework, packing up their books, and then they will be in route to dismissal.
- **School Yard Safety** - Please do not bring pets into the school yard when dropping off/picking up your child during arrival/dismissal.
- Children cannot be permitted to ride bikes, skates, scooters, etc. in the school yard during dismissal time. Once all our classes are released and the students are picked up, the school yard is open for public use (approximately 2:50pm).
- **Class Dojo Safety Guidelines** – Parents/Guardians should not use Class Dojo to communicate changes in childcare pick-up. Teachers are often unavailable during the school day to check Class Dojo. Communicate health alerts and pick-up changes directly to the main office in writing only. Include the full name of the person pick up your child. They must present identification. Class Dojo messages of this kind will not be honored.

Thank you for your continued cooperation and support.

Sincerely,

Carmen Asselta  
Principal