



P.S. 269 The Nostrand School
 1957 Nostrand Avenue, Brooklyn, NY 11210
 Telephone: 718-941-2800
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Jazmine Santiago
 Principal

Christine Kenny
 Assistant Principal

P.S. 269 ABSENCES, ARRIVAL, DISMISSAL, MEALS & SCHOOL SAFETY

Students that arrive to school on time and have regular attendance have the best opportunity to learn.

Absences - Please call the main office **(718) 941-2800** to report an absence. If the school has not been informed of the absence(s), parents will receive a call from the school to verify the whereabouts of a student if they are absent for more than 2 days.

P.S. 269 has an attendance policy and closely monitors student lateness and absences from school. Students who are late or whose absences are viewed as frequent will be contacted by school staff to communicate the concern. A conference may be necessary to ensure that the concern is addressed. Other actions may be required if no improvement is noted.

Arrivals:

Students should be in the building and with their classes prior to the start time. Students arriving after the start time in either building are recorded as tardy. Students should understand the importance of regular and punctual attendance.

Breakfast is served to each child for free at (7:50 am in the main cafeteria). Children will wait with their classmates in the cafeteria or auditorium until the start time when they go to their classrooms at 8:20 am.

School begins at 8:20 AM sharp. All students should be inside and beginning the day with their classmates.

Dismissals:

At dismissal, every student will exit the building with his or her class at the designated exit. It is the responsibility for the parents to make sure their children are picked up on time. **Our staff members are not available to watch your child after dismissal.** If you will have trouble picking up your child on time, there is an afterschool program available. Please contact the **Beacon/Camba after school program** for information at **(718) 462-2597 ext. 56223**.

Late: Any student arriving late should check in at the office before joining their class.

Third Grade	301,302,303,304,305,113	Exit 2 - 3
Fourth Grade	401,402,403,404, 114	Exit 5 - 6
Fifth Grade	501,502,503,504,115	Exit 5 - 6

Grades 4 and 5: 4th & 5th grade students are dismissed at the end of the school day from the designated Exits.

****Please send the attached note immediately to your child’s teacher if you DO NOT wish to have them released on their own.**

Grade 3: - 3rd grade students will not be allowed to walk home and must have someone pick them up at dismissal. Student will be released to parent/guardian or adult designated on the **blue** card on time every day.

****If a parent wishes to allow their child to walk home,** please send in written permission to your child’s teacher immediately.

It is the parent’s responsibility to make sure all adults picking up their children know the dismissal time and are on time every day.

Meal Programs:

Breakfast: Breakfast is available for all students. Students who eat breakfast should arrive by 7:50 am at the main entrance. This will give them plenty of time to eat breakfast before school begins.

Lunch: Hot lunch is available to all students. Students are welcome to bring their own lunch as well.

School Safety:

All parents/guardians and visitors MUST sign the “Sign-in Book” at the security desk. ALL visitors are required to show photo I.D. The school safety officer will then direct everyone to the main office. No parent may go directly to his or her child’s classroom without first checking in at the main office.

School closings: School closings will be written into monthly calendar sent home, our school website calendar as well as the yearly calendar on the DOE website. We will also send reminders. The city rarely closes NYC schools but in case of inclement weather please listen to the local news reports or sign up for “Notify NYC” to have school closings sent to you email or phone.

P.S. 269 Arrival and dismissal policy acknowledgement

Please read the Attendance, Arrival, Dismissal, Meals & School Safety Policy and sign and send back this form.

Child’s name: _____ Class _____

I have read the school policy on arrivals and dismissals. I understand that school begins at 8:20 am and my child is expected to be on line or in class by that time. I have been given a copy of the school’s arrival and dismissal information and understand the importance of being on time each day at dismissal to pick up my child.

If I have any question or concerns, I am welcome and encouraged to contact:

Parent Coordinator, Ms. Davis at 718-941-2800 ext. 1461.

Parent Signature _____

P.S. 269 Permission to walk home from school form

Sign and return the form below **ONLY** if you want to give your child permission to walk home.

I give my child permission to walk home every day from dismissal. I have spoken to my child about safety and traffic rules. I understand that my child will be dismissed to walk directly home.

Child’s name: _____ Class _____

Parent Signature _____

***Parent who wish to pick up their child are reminded that they must be on time to the school.**