

Theresa Olivieri
Principal

Kathleen Snow
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Assistant Principals

June 2019

Dear Parent/Guardian,

As this school year comes to a close, we want to inform you of the procedures for the 2019-2020 school year. Save the date: Parent Teacher Conferences will be held on September 12, 2019 from 4:30 – 7:30. Please take note of the following important information:

School will begin on Thursday, September 5, 2019. Regular school hours 8:15 a.m.-2:35 p.m.

Line up Procedures for September 5, 2019:

- Kindergarten students will be escorted to and from their classroom by their parents. Please note that Kindergarten students will be dismissed at 2:15 from their classroom on September 5th only.
- Grades 1-5 line up by their room numbers, which are hanging on the fence in the schoolyard. When teachers arrive, we are asking that all parents leave the schoolyard and stand outside the fence.

Alternate Line up Procedures: In the event of inclement weather, the entry procedure will remain the same for Kindergarten. Grade 1 students would enter through the side entrance on East 34th Street and proceed into the auditorium. **However, all other students will be allowed to enter the building from their designated entrance at 8:00 to lineup inside the building.**

Line up Procedures for Friday, September 6, 2019:

- Kindergarten and Grade 1: Parents will escort their children to the auditorium using the side entrance on E. 34th St. on September 6th only.
- Grade 2 students: Front entrance nearest to East 33rd Street and Quentin Road
- Grade 3 students: Back courtyard closest to East 34th Street
- Grade 4 students: Back courtyard closest to East 33rd Street
- Grade 5 students: Back courtyard closest to East 34th Street

Starting on Monday, September 9, 2019:

- Kindergarten and Grade 1 students will be brought into the auditorium, by teachers, aides, and monitors from the side entrance on East 34th Street. **No parents will be allowed into the building.**
- The doors on East 34th Street will be opened at 8:00 a.m. and closed at 8:20 a.m. If you arrive at school later than 8:20 a.m., you must bring your child to the front entrance on Quentin Road and East 34th Street, where a monitor will escort him/her to the classroom. **Parents will not be allowed to escort their children to the classroom.**

Breakfast and Lunch (both are free) Schedule: Breakfast will begin at 7:45 a.m. Students eating breakfast must enter through the front entrance on Quentin and East 33rd beginning at 7:45. The following is the lunch schedule:

Kindergarten:	10:45-11:35
Grades 1 and 2:	11:00-11:50
Grades 3 & 4:	12:00-12:50
Grade 5:	11:45 – 12:35

Remember, if you are taking your child home for lunch, a written note must be submitted for each day. Phone permission will not be granted. Children are not permitted to go out to lunch unless escorted by an adult.

Dismissal: The schedule for the 2019-2020 school year is as follows:

Kindergarten:	2:25
Grade 1:	2:30
Grades 2-5:	2:35

****PLEASE NOTE - ON SEPTEMBER 5th K STUDENTS WILL BE DISMISSED AT 2:15 FROM THEIR CLASSROOM.**

EXITS:

Kindergarten will be dismissed through the front two entrances:

- East 33rd and Quentin Road: K-124, K-126, K-127
- East 34th and Quentin Road: K-101, K-121, K-123
- East 34th **side exit:** K/1 - 101

Grades 1-5 will be dismissed by their class code number hanging on the fence in the schoolyard.

We wish you a restful, safe, and most enjoyable summer and look forward to welcoming you back in September. Please encourage your child to read every day over the summer.

Yours truly,
Theresa Olivieri
Principal