



**Lighthouse Elementary  
Public School 106-Q  
180 Beach 35<sup>th</sup> Street  
Far Rockaway, New York 11691**

Phone (718) 327-5828 Fax (718) 327-5956

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**Rachelle Legions  
Principal**

## **2019 - 2020 Parent Information**

Dear Parents:

Welcome to the new school year! This letter will provide you with valuable information regarding general school procedures at Lighthouse Elementary. Please read this notice carefully and keep it available for quick reference when needed throughout the school year.

### **Blue Emergency Cards**

It is imperative that you list all emergency telephone numbers (home numbers, cell phone numbers & emails) where you can be reached, and all telephone numbers of those people you have listed on the Blue Emergency Card.

Please provide as many alternate names as is realistically possible and update this Emergency Card throughout the school year when any phone numbers change.

**Anyone picking up a child during the school day must 18 years or older and listed on the Blue Emergency Card and carry photo identification.**

### **Breakfast Procedures**

Breakfast is served in the lunchroom **from 7:35-8:00 am.**

### **Daily Arrival Procedures**

Town Hall begins at 8:10AM, students that arrive after Town Hall will be considered late.

**Students will NOT be penalized if their school buses arrive late to school.**

### **Afternoon Dismissal Procedures**

**All students must be picked up no later than 2:30 pm.**

**All students** will be dismissed in the school yard at 2:30pm. If the weather is bad they will be dismissed from the cafeteria. Parents should enter through Exit 3 and leave through Main Entrance (Exit 1).

The Main Entrance (Exit 1) will be closed during afternoon schoolyard dismissals.

**Students who are not picked up on time will go to the cafeteria for late pick-up. Parents who arrive after 2:40pm, to pick up their children, must come to the Main Entrance (Exit 1) with PHOTO ID to sign their child(ren) out. There will be no exceptions to this dismissal policy. We do not have the personnel available to supervise students after 2:30 pm. STUDENTS MUST BE PICKED UP ON TIME.**

*Please be mindful dismissal is at 2:30PM. We discourage any pickup between 2:00PM and 2:30PM as the disruption instruction for teachers and all students so close to dismissal.*

**Under no circumstances will a child be released to an unauthorized person. In case of an unexpected emergency, the Parent should phone the school (718-327-5828).**

### **Birthday Celebrations Policy**

Parent/Guardian requests for in-school celebrations must be made at least one week in advance with the classroom teacher. Parents/guardians must participate in the celebration for pre-kindergarten and kindergarten only. No siblings may participate from any of the grades. Please see guidelines below:

- Pre-K - birthday celebration on the day of the birthday at 1:40pm (limited to a small drink and snack)
- Kindergarten - birthday celebration on Friday afternoons at 1:40pm for those whose birthday is that week (limited to a small drink and snack)
- Grades 1-2: Last Friday of the month at 1:40pm for those whose birthday is that month (limited to a small drink and snack)
- Grades 3-5 - no in-class celebrations

### **Policy Regarding Pets**

**Due to safety reasons, animals are not allowed onto school property. This includes the schoolyard.**

### **Absence from School**

If your child must be absent from school, you must call the school office at 718-327-5828 before 8:30am to report your child's absence. If you get the school recording **PRESS 0** (zero) to reach the Main Office. When your child returns to school, a signed absence note must be sent to the teacher. These notes must be retained by the school, as school attendance is a Federal Law.

### **Communicable Diseases**

Please notify the office whenever your child is diagnosed with a communicable disease such as Chicken Pox, Measles, Mumps, etc.

### **Visitors**

1. All visitors must enter through the Main Entrance (Exit 1) and sign in at the Security Desk.
2. All visitors must show photo identification with a current address. This is NYC law.
3. No one will be admitted without proper identification and no exceptions will be made.
4. Pick up a visitor's pass from the Security Desk and display the visitor's pass at all times while in the school building.
5. A Staff Member will escort you to the Main Office. ***Visitors are not allowed to go directly to classrooms unescorted.***

### **Signing Students Out of PS 106Q**

1. Enter Lighthouse Elementary through the Main Entrance (Exit 1) with photo identification, identify yourself to the School Safety Agent.
2. Sign your child out in the "Sign-Out Book" for students.
3. Under no circumstances will a child be released to any individual whose name does not appear on the Blue Home Emergency Card or without written consent from you.
4. **Anyone picking up a child during the school day must be 18 years of age or older, listed on the Blue Card, and carry photo Identification to present to School Safety.**

### **Dress Code**

If you would like to send your child in uniform the colors are burgundy & grey.

- Grey, burgundy, white or pink top
- Plaid jumper or grey skirt
- Grey pants
- Burgundy cardigan, vest or blazer

Students should be clean, neat and presentable.

Please do not assume that your child will remember to give you notices or important messages that may come home throughout the year. **Please check your child's school bag daily to ensure that you receive all important school information in a timely manner** and can respond within established deadlines. Also, check the school's website at [www.ps106q.echalksites.com](http://www.ps106q.echalksites.com)

Children need an extensive support system created by the home-school partnership. Throughout your child's academic career with us, we nurture this connection. Please do not hesitate to call us with your concerns. Your call may be directed to **Dimaris Leary, Parent Coordinator**, who will assist you and your family. I urge you to come to school and meet Ms. Leary during the day or at our PA meetings. Of course, it would be advisable if you called first as there are times when she must attend professional workshops outside the school. She can be reached directly at **718-327-5828 (extension 212)**. Ms. Leary's e-mail address is: [DMontanez2@schools.nyc.gov](mailto:DMontanez2@schools.nyc.gov).

I am looking forward to a wonderful 2019-20 school year and to meeting you at our various performances, PA meetings and Parent Workshops. As together, we make success an everyday occurrence for all the students of Lighthouse Elementary!

Sincerely,

Rachelle Legions  
Principal

**PLEASE RETURN THIS SHEET TO YOUR CHILD'S TEACHER AS SOON AS POSSIBLE!**

Child's Name \_\_\_\_\_ Class \_\_\_\_\_

**I HAVE READ THE 2019 - 2020 PARENT INFORMATION LETTER  
LIGHTHOUSE ELEMENTARY SCHOOL  
AND WILL KEEP IT FOR FUTURE REFERENCE!**

\_\_\_\_\_  
(Parent/Guardian Name – PLEASE PRINT)

\_\_\_\_\_  
(Parent/Guardian's Signature)

To better serve our parents and students we ask that you provide information that will enable us to better reach out to our school community.

Thank you.

Parent/ Guardian Name	
Student Name/ Class	
Cell #	
Email address	
Can you volunteer?	
If yes please note the date & time.	
Best time for a workshop AM or PM?	