



PL#1ad16-17

September 2016

Dear Parents/Guardians:

Welcome to school year, 2016-2017, at Flushing Manor, P.S. 184Q! We once again look forward to a safe, productive and rewarding year for all of our students! It is critical that you read and understand the information in this letter regarding morning entry and dismissal patterns. Changes have been made. We need your cooperation and assistance in following these guidelines and procedures when your children enter the school and when they are dismissed. Please make sure they enter the school promptly at the correct entrance. Also, please be prompt when picking up your children. With well-informed parents and guardians who work in partnership with school staff and administration, we can ensure a smooth transition back to school for all!

The official school hours are 8:10a.m. to 2:30p.m. daily. THERE IS NO EXTENDED DAY PROGRAM DURING SCHOOL YEAR 16-17.

Students on all grades enter the building from 8:00a.m. to 8:10a.m. They are supervised as they line up outside their classrooms. The schedule varies for bus students. Route times and stops will be forthcoming.

BREAKFAST ENTRY 7:40a.m. to 8:00a.m.

- Use Cafeteria Entrance (center of school building, opposite the schoolyard).
- DO NOT drop off your children prior to 7:40 as there is no supervision until that time.
- **ONLY STUDENTS WHO EAT BREAKFAST IN SCHOOL WILL BE ADMITTED INTO THE BUILDING (the NYCDOE monitors the program);**
- **DO NOT send your child to school before 8:00a.m. if he/she does not eat breakfast.**
- Space and supervision is limited at this time of the day; you will be contacted if there are any concerns.
- The DOE will be revising breakfast procedures in all schools. New information will be forthcoming.

ENTRY PROCEDURES-Morning drop off Locations

- Pre-Kindergarten Exit 2/3 (21st Road)
- Kindergarten Exit 2/3 or Exit 7*
- Grades 1 – 2 Exit 7 (21st Avenue)
- Grades 3 – 5 Exit 6 (Cove – 163rd Street)
- Public Bus students Exit 1 (Main Entrance)

***Kindergarten students who are familiar with the building may also use Exit 7, (21st Avenue) for morning entry. Older sibling/s may enter through same entry as their younger brother/sister.**

ALL students enter from 8:00a.m. to 8:10a.m. Exits will close promptly at 8:10a.m. The schedule varies for public bus students.

For safety reasons, **do not** stop your car directly in front of exits/entrances when dropping off your child as this creates a hazard for others. Park your vehicle legally and walk your child to the door. **Older children may be dropped off BEFORE or BEYOND the exits, and are allowed to walk on their own to the school doors.**

To ensure student safety, ONLY STUDENTS will be allowed to enter the school building during morning entry. In accordance with the School Safety Plan, adults having official business in the building will be asked to enter through main entrance only, provide identification, sign in and proceed immediately to the Main Office.

PARENTS ARE NOT PERMITTED TO GO TO A CLASSROOM WITHOUT STOPPING FIRST AT THE MAIN OFFICE – NO EXCEPTIONS!



LATENESS PROCEDURES

- Students arriving after 8:15 a.m. are considered late and are marked as such in the attendance computer program.
- Late students must use Exit 1 (Main Entrance).
- Student will be issued a late pass by the Security Agent to be given to the classroom teacher; the teacher will officially mark the student late on the daily attendance system.
- After 8:30a.m. all students and parents will be directed by the Security Agent to the Main Office for Late Pass.

DISMISSAL PROCEDURES-Pick-Up Locations

Pre-K will be dismissed at 2:20 as follows:

- Pre-K 101 2:20p.m. Exit 12, Early Childhood Exit
- Pre-K 102 2:20p.m. Exit 12, Early Childhood Exit

All classes on Grades K – 5 will be dismissed at 2:30p.m.

- K-103, K-105 Exit 2/3- along the fence, right of Exit Door
- K-108 Exit 2/3- along the fence, left of Exit Door
- K-120 Exit 1 - along the fence, right of Exit Door
- 1-118, 1-119 Exit 5 - along the fence, right of exit
- 1-123 Exit 5 - along the fence, right of exit to corner
- Grade 2 Exit 10 -Gym Exit
- Grade 3 Exit 6- Cove – straight to 163rd Street
- Grade 4 Exit 6- Cove –to 21st Avenue
- Grade 5 Exit 10- Gym Exit

Parents/Guardians of Pre-K-3, we ask your cooperation in developing the following routine to ensure your child's safety at dismissal:

- Remind your child to always stay on line with the teacher.
- Teach your child to raise her/his hand ONLY when they see you.
- DO NOT call for your child to come to you!
- The teacher will tap your child's hand when she makes eye contact with you.
- The teacher then releases your child.

This procedure will take a bit longer initially, but will become routine quickly and ensure the safety of all students.

Parent/Guardians of Grade 4-5-Please provide a written note if your child will be walking home on their own.

Students on grades 3 – 5 ONLY may meet a younger sibling on grades K – 2* at the 2:25 p.m. bell and be dismissed by their sibling's teacher. * Please send a note to each teacher to make this accommodation.

LATE PICK UP PROCEDURES

- Students in Grades K – 3 will be taken to the **Lunch Room and be seated on yellow bench.**
- Students in grades 4 and 5 are directed to walk back to the **Lunch Room and be seated on yellow bench.**
- Parents/Guardians will be directed to walk to the main entrance and go to the Lunch Room for pick up.

We anticipate and appreciate your cooperation in adhering to these procedures so that all students remain safe.

Sincerely,

Anna Dimilta
Principal