



P.S. 94

The David D. Porter School

41-77 Little Neck Parkway • Little Neck, NY 11363 • Phone: 718.423.8491 • Fax: 718.423.8531

Laura Avakians • Principal

Arrival and Dismissal Policy 2017-2018

Welcome back! Please note the school day at the PS 94 is 8:20 am to 2:40 pm.

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. Children will wait with their classmates in the auditorium until the start time when they line up to go to their classrooms.

Dismissals

At dismissal, every student will exit the building with his or her class at the designated door. 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 for a fee. Please contact the parent coordinator for information.

We stagger dismissal at the main building for families with children in different grades.

Grade Dismissals

Kindergarten	Class K-104 & K-110	Exit #1 (near 42nd Ave.)	2:30
First Grade	Class 1-101	Exit #2 (near 41st Dr.)	2:35
	Class 1-103	Exit #1 (near 42nd Ave.)	
Second Grade	Classes 2-201 & 2-202	Exit #2 (near 41st Dr.)	2:35
Third Grade	Classes 3-205 & 3-206	Exit #1 (near 42nd Ave.)	2:35
Fourth Grade	Class 4-209 & 4-210	Exit #1 (near 42nd Ave.)	2:40
Fifth Grade	Classes 5-207 & 5-208	Exit #6 (far door near 42nd Ave.)	2:40

Grades K-3: All students are dismissed face-to-face with a parent/guardian or adult designated on the blue card ON TIME every day. 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. Siblings who are in middle or high school must be on time at PS 94 for pick up.

Grade 3 & 4: Children in grade 3 & 4 may walk home from school if a parent sends in written permission. Please send the attached note in immediately to your child's teacher. Any 3rd or 4th grader without this letter on file will not be allowed to walk home and must have someone pick them up at dismissal.

Grade 5: All students are dismissed to walk home. If a parent wishes to pick up their child they must be at the dismissal door on time. Grade 5 will not be brought back into the building.

Bus: If you would like to receive bus service you must fill out a form. You may request a form from your child's teacher or download it on our website. If your child qualifies for bus service please inform the teacher in writing whenever your child will NOT be riding the bus home. Please do not ask your child to "tell the teacher" not to place them on the bus at the end of the day. If a note is not received your child will be placed on the bus. Children will be escorted from their classrooms to the yellow bus. Please make sure you are at the bus stop on time.

Drivers: Please allow extra time to get to the building, park your car and walk the dismissal area. Please do not double park. It is dangerous not only for you and your child but to other children and adults as well. Do not park in front either of our buildings. These are spots reserved for our busses and we must have them available to get our students on and off the busses safely. Consider walking your child to and from school if possible. This will avoid looking for parking and being late to pick up.

Meal Programs:

Breakfast: Breakfast is available for all students free of charge. Students who eat breakfast should arrive by 7:50 am. This will give them plenty of time to eat breakfast before school begins. All students must be back in the meeting area before the start of the day.

Lunch: Hot lunch is available to all students. The cost is \$1.75 per day (free of you qualify). Payment is made via the online program www.myschoolbucks.com. Every parent must set this up for their child. All NYC public schools from K-12 use this program so this account will remain with them until they graduate high school. Letters with detailed information on the program can be found on our website. Each family must also complete a School Meal eligibility form online at www.myschoolapps.com/Application. You must complete this form whether you wish to receive free lunch or not.

School Security

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.

PS 94 Arrival and dismissal policy acknowledgement.

All Parents:

Please read the Arrival and Dismissal Policy and sign and send back this form to your child's teacher tomorrow.

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 the Parent Coordinator at 718-423-8491.

Parent Signature _____

PS 94 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. Grades 3-4 only (Grade 5 does not need parental consent)

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.