

## Arrival and Dismissal Procedures for the School Year 2010-2011

Due to the construction in our playground/schoolyard, we cannot utilize the space for our arrival and dismissal procedures. It is essential that everyone follows the new procedures as they are outlined below:

**ARRIVAL PROCEDURES:** Our school commences daily at 8:40 am.

- Pre-Kindergarten and Kindergarten must utilize the stairs on St. Marks Ave and take the path which leads directly to their classroom doors (All doors will be labeled).
- Grades 1 and 2 students must utilize the stairs on St. Marks Ave and take the path which leads directly to the cafeteria. Students will assemble in their designated areas (all areas will be labeled).
- Grades 3, 4, and 5 students must utilize the stairs on St. Marks Ave and take the path which leads directly to the cafeteria. Students will be escorted to the auditorium, and they must sit in their designated areas upon arrival.

**DISMISSAL PROCEDURES:** Our school day ends daily at 3:00 pm. Students in Grades 1-5 who are a part of our **MANDATED Extended Day Program** will be dismissed at 3:38 pm, on Monday, Tuesday, Wednesday, and Thursday. School ends at 3:00 pm on Friday for ALL students.

- Pre-Kindergarten and Kindergarten must be picked up daily in their classrooms at 2:55 pm.
- Grades 1 and 2 students must be picked up from the cafeteria.
- Students in grades 3, 4, and 5 will be dismissed through the side door adjacent to the cafeteria. These students can not linger in the pathway; therefore parents, caregivers, and Afterschool programs **MUST** be here on time to pick our students up.
- **ALL LATE STUDENTS MUST ENTER THROUGH OUR MAIN ENTRANCE ON UNDERHILL AVE, AND PROCEED TO THE BACK OF THE AUDITORIUM FOR A LATE PASS. LATENESS COMMENCES IMMEDIATELY AT 8:46 am.**

Our playground/schoolyard will be a construction site therefore I am requesting that everyone **cooperates** with us and pick our children up on time. Parents, kindly discuss safety procedures with our youngsters and remind them that they are **NEVER** allowed on the fence, or inside the work site. Students **MUST** vacate the premises as soon as they are dismissed.

Sandra D'Avilar, *Principal*  
Deborah Smith, *Assistant Principal*

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80 Underhill Avenue  
Brooklyn, NY 11238  
Tel: (718) 638-3260  
Fax: (718) 622-2961  
[www.ps9brooklyn.org](http://www.ps9brooklyn.org)



**Teunis G. Bergen School**

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