

REVISED 9.13.11

Arrival and Dismissal Procedures for the School Year 2011-2012: **Children MUST be picked up on time!**

ARRIVAL PROCEDURES: Our school commences daily at **8:20 am**. The cafeteria opens to PS9 students for breakfast from 7:35am to 8:10am.

- **Pre-Kindergarten and Kindergarten**
Utilize the stairs on St. Marks Ave and take the path which leads directly to classroom doors. The cafeteria side entrance for Kindergarten classes will remain open until 8:45am daily.
- **Grades 1 and 2**
Utilize the stairs on St. Marks Ave and take the path which leads directly to the cafeteria. Students will assemble in their designated areas which are all labeled. The cafeteria side entrance for Grade 1 classes ONLY will remain open until 8:45am daily.
- **Grades 3, 4 and 5**
Utilize the stairs on St. Marks Ave and take the path which leads directly to the cafeteria. Students will be escorted to the auditorium at 8:05am, and will be required to sit in their designated class areas until teacher pick-up.
- **Morning LATENESS: ALL late students (those in grades 2-5 arriving AFTER 8:25 am and those in Pre-Kindergarten, Kindergarten and Grade 1 arriving after 8:25am) must enter through our main entrance on Underhill Ave, and proceed to the back of the auditorium for a late pass. Classroom teachers will request these late passes upon arrival to class. Adults escorting children to Pre-K, Kindergarten and Grade 1 MUST sign in with our School Safety Agent, using a valid NYS Photo ID.**

DISMISSAL PROCEDURES:

- **Pre-Kindergarten**
 - Dismissal times are Monday through Friday at 2:40pm in classrooms.
- **Kindergarten**
 - Monday, Tuesday and Wednesday, 2:40pm in the Auditorium
 - Thursday and Friday, 2:40pm in classrooms
- **Grades 1 and 2**
 - Monday, Tuesday and Wednesday, 3:18pm in the Auditorium
 - Thursday and Friday, 2:40pm in the Auditorium
- **Grades 3, 4 and 5**
 - Monday, Tuesday and Wednesday, 3:18pm, St Marks Ave Exit
 - Thursday and Friday, 2:40pm, St Marks Ave Exit

After 3:18pm, ALL late pickups will occur in our main office. This notice serves as our new arrival and dismissal procedure until further notice.

Your Partner In Education, Mrs. Sandra D'Avilar, Principal