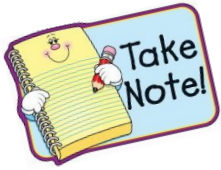# P.S. 360Q
Ms. Rachel Thomas, Principal ~ Dr. Annette Perez, Asst. Principal

Morning Line-up, Afternoon Dismissal and Bus Information

Morning Arrival:
7:55 am - *Student Drop-off* location (*Rain or Shine*)   ● **2:15 pm** – *Student Pick-Up* location
- **Pre-K Students**: (Main Entrance of the school building on 112ᵗʰ Avenue)
- **Grades K to 2 Students**: Playground entrance on 199ᵗʰ Street and 112ᵗʰ Avenue
- **Grades 3 to 5 Students**: Playground entrance on 200ᵗʰ Street and 112ᵗʰ Avenue

- ✓ Our school playground gate officially opens at **7:55 am**. Students must arrive by 7:55 am in order to line-up in their respective class line. The gate closes at **8:02 am**. Late parents will then have to walk to the front of the school building to fill out the "LATE PASS."
- ✓ LATE PASSES must be filled out by the parent/guardian beginning after **8:06 am**.
- ✓ LATE PASS colors change daily.
- ✓ **Do not leave students on the sidewalk by themselves**, it is unsafe and negligent.
- ✓ Pre-K Parents are only permitted to walk their child to the classroom for the first three days of school. Pre-K students will be dismissed outside of the school building in front of the gate.
- ✓ Grades K to 5 Parents are only permitted in the playground for the first three days of school.
- ✓ Since breakfast is served in the classroom, students only have a ten-minute window to eat breakfast. Breakfast ends at **8:11 am**. It is extremely disruptive to have students enter the classroom late.

Dismissal Procedures:

- ➢ You must notify your child's teacher in advance (**by 12 pm**) via Class Dojo message, if you are making changes to how your child will go home and if someone different is picking up your child. **All dismissal changes must be in writing by the parent/guardian**. We ask that you also confirm with the Main Office **(by 12pm)** that your child's teacher has received the message. Teachers are engaged in teaching and do not often have time to access their Class Dojo. In an effort to maintain safety, verbal requests to change dismissal arrangements cannot be accepted over the telephone.
- ➢ Parents must respect *P.S. 360Q Procedures/Protocols*. **Parents may not pick up early (between 2:00 pm and 2:15 pm**.) It is extremely disruptive to interrupt the closing of the classroom lesson, distribution of materials, packing up of book bags, dismissal procedures, etc. Do not assume that your child is in their homeroom. We often have assembly programs, rehearsal, and other changes to the daily schedule.
- ➢ The schoolyard opens from **2:15 pm to 2:22 pm** for dismissal.

General Information to Know:

- ❖ In order to avoid, parking disputes, car accidents and tickets, park your car away from the school and walk to the school. Parents may not park in front of the school because it blocks the Yellow School buses from dropping off students.
- ❖ Give yourself at least a ten-minute cushion of time to account for unforeseen circumstances.
- ❖ Do not: double park; park in the bus stop; park in the crosswalk, block a driveway, drive or park in the wrong direction of traffic.
- ❖ All scholars must be dropped off and picked up by an adult 18 years and older.
- ❖ Parents must fill out late passes for all students arriving after 8:06 am.

Yellow School Bus Information:

NYCDOE Office of Pupil Transportation (718) 392-8855

More information about Yellow School Buses will be sent in a separate email, however, keep in mind:
**If the bus is late, does not show up or if you have a problem with the Bus Driver, call the Bus Company.
**P.S. 360Q does not: assign the Bus Drivers, create time schedule, create, or remove routes/stops or assign replacement Bus Drivers.
**When contacting O.P.T., be sure to have your child's OSIS Identification number.
**Bus inquiries: contact Dr. Perez via email at: ps360q@gmail.com

- ➢ P.S. 360Q is not permitted to advertise or provide Private Van/Bus company contact information.
- ➢ Parents must complete the "How is My Child Going Home Form" with the name and cellphone number of the Private Van/Bus company.

8/14/2024 – Subject to Change