

P.S. 261 Magnet School for Integrating the Arts

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Zipporah Mills, Principal

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Morning Drop-Off Policy

This is just a reminder of our existing procedures for the morning drop-off in the cafeteria. Here is a very important number to remember:

8:25 AM

Please read on to know why this number is so important!

The Lower Grades (K, 1 & 2) meet at their classroom lunch tables in the cafeteria starting at 8:00 AM each morning. Your child's day begins when his/her teacher arrives in the cafeteria to take the children to the classroom. As such, please adhere to the following procedures:

1. For the safety and security of our community, **AT NO TIME will you be permitted to ENTER through the Side Door** (off the Big Yard). You must always enter the building through the Main Entrance (the four green doors, on Pacific Street).
2. **If you wish to accompany your child to the cafeteria in the morning, please enter the school BEFORE 8:25 AM.** If you arrive at 8:25 AM or later, you will be asked to say goodbye to your child at the Late Desk in the lobby, and your child will then walk by him/herself to the cafeteria, or will be directed by a staff member to head straight to his/her classroom.
3. If you have already escorted your child to the cafeteria, **you will be asked to leave the cafeteria at 8:25 AM** through the West doors (by the Science Room). This allows the teachers to enter from the East doors (classroom wing) and pick up their classes. One parent from each class will stay behind to supervise the children at the table; parents can work this out and create a rotating schedule if necessary.
3. **After 8:25 AM, you will not be permitted to exit through the Side Door** (the Big Yard). The Side Door is used for Pre-K Staff and Upper Grade teachers and their classes only. Please exit the building through the Main Entrance (the four green doors, on Pacific Street).
4. The single best way to communicate with your child's teacher during morning drop-off is to fill out a **Message To Teacher form, which will be delivered to your child's teacher by 10:00 AM that morning;** you can find

these forms in the Main Office and at the Late Desk (the small wooden desk inside the lobby). This gives your child's teacher the opportunity to review your message in the (relative) quiet of the classroom; be sure to include your contact information on the form.

These policies are not meant to inconvenience you, but rather to allow the entire PS261 Community to get the school day started in a safe and peaceful manner. Please help us make this happen by adhering to the procedures. If and when these procedures are modified, I'll be sure to communicate any changes to you. As always, I welcome your feedback.

If you have any questions, please don't hesitate to stop me in the halls or at my desk in the Main Office, email me at gmpiper@gmail.com, or call me at (347) 563-5376. Have a wonderful year!

Jerry Piper
Parent Coordinator