

BARBARA GIEBEL  
Principal

KIMBERLY LICATO, Ed.D.  
Assistant Principal  
August, 2018

Guggenheim School  
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Port Washington, NY 11050  
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**INFORMATION FOR OPENING OF SCHOOL**

Dear Parents:

Welcome back! The teachers, staff, and I look forward to another wonderful year! You are welcome to bring in school supplies the week before school begins. However, please be sure to label all bags with your child's name, his/her teacher's name and room number.

Here is a list of several items which you should discuss with your child(ren) before returning to school:

1. **School Hours:** School begins on Wednesday, September 5. Our regular school hours are **8:20** am to **2:35** pm. There is no student supervision before 8:00 am; therefore students may **not** be dropped off prior to 8:00 am. We expect all children to be in school no later than 8:20 am so instruction can begin promptly. **Any child arriving to school after 8:30 am will be marked LATE.**

We encourage students to take their bus in the morning, but if you must drive your child, be sure to drop him/her off in the front of the building. Be sure to come to a full stop when dropping off your child(ren), having them **exit from the passenger side of the car only** and please do not leave your car unattended.

**Kindergarten**

**Reminder:** Kindergarten School Bus Safety Orientation is Wednesday, August 22, at 10:30 am in the cafeteria.

**Wednesday, September 5** - All kindergarten children will report at 8:20 am with dismissal at 2:35, along with the rest of the students, as our Kindergarten phasing in program has been discontinued.

**Grades K - 5**

All students are to report to school at 8:20 am with dismissal at 2:35 pm.

***\*Parents are not permitted to walk children to their classrooms in the morning, or at any other time.***

2. **Dismissal:** Parents picking up children prior to 2:35 pm must sign in at the **security desk in the lobby**, where you will SIGN OUT your child no later than 2:15 pm.

***Please call school prior to 1:30 pm*** if your child is being picked up early. **No calls will be taken for changes in dismissal after 2:00 pm, except for emergencies.** Office staff has been instructed by me not to call for a child to leave early on a regular basis.

If your child's normal dismissal routine is changing at any time during the school year, a note to the teacher **is required to be sent that morning**. Students report to the gym at 2:35 pm where

he/she must be signed out before being released. If he/she is **not** picked up prior to 2:50 pm, your child will be brought to the Main Office.

Children being picked up **prior** to dismissal for doctor appointments or other emergencies, must be picked up at the security desk **no later than 2:15 pm with prior written notification**.

If your child is a walker, please advise the teacher in writing in the beginning of the school year giving him/her permission to walk home alone each day. Walkers will be dismissed through the gymnasium exit.

Children are discouraged from re-entering the building after dismissal. We ask parents to respect the building policy that **no child is permitted back into any classroom after 3:00 pm**, as there is an after-school program that uses our building after 3:00 pm and classrooms are locked and/or being cleaned.

3. **The Breakfast and Lunch Schedule** is as follows:

Lunch Grades **1, 2, 5**: 12:20-1:20

Lunch Grades **K, 3, 4**: 11:10-12:10

Student breakfast costs \$1.00 and begins at 8:00 am. **School lunches cost \$2.75 per child**. Menus will be sent home each month with your child, but can also be found on the district website. If your child buys lunch on a regular basis, we suggest you send a check payable to the Port Washington School District. You may also want to keep track of your child's lunch purchases in the event of balance discrepancies. Please do not send in cash.

4. **Lunch bags/boxes**: Lunch bags/boxes should be labeled; no glass jars or containers please.

5. **Parking**: Visitors are asked to use the rear parking lot and to park near the FENCE. *Parking in the front of the building is reserved for staff only.* After 8:40 am visitors may also park along the side of the building.

6. **Visitors**: School security and student safety are of utmost importance. Visitors must report to the security desk in the lobby, leave a photo ID, sign in and obtain a visitor's pass and go directly to the office where office staff will announce you.

7. **Communication**: If you have any concerns with respect to school, please do not hesitate to contact the teacher by either leaving a message with office personnel, writing a note, or sending an email. No phone calls to the classrooms during school hours are permitted. If you feel it necessary to contact me regarding your child, I ask that you adhere to professional courtesy and speak to your child's teacher first.

8. **Buses**: There will undoubtedly be delays the first week of school. Please be patient and be at the bus stop a few minutes early. Children who qualify for bus service are permitted to ride their assigned school bus **ONLY**. Do not ask the school to allow your child to ride on a friend's bus after school -- this is against school district policy. (This does not pertain to the district After School Programs.) Please make your own pick-up arrangements for these special situations. Questions should be addressed to the Transportation Office directly at 767-5030.

If there are any changes regarding busing, the After School Programs, etc., please communicate in writing to your child's teacher.

9. **Homework:** The primary purposes of homework are to reinforce skills and/or content being taught in class, to allow students to do independent research, and to pursue projects which do not lend themselves to a classroom setting. Homework is considered a necessary part of the learning process and a legitimate demand on the non-class time of students. Your child's teacher will discuss homework policy at Open House.

10. **Open House is Wednesday, September 5, 2018.** A separate letter with all pertinent information is included in the same envelope as this letter.

11. **Absent and late calls:** All calls can be called in **directly to the attendance office number (767-5261) before 9:00 am.** Please be sure absent and late notes are sent to school when your child returns explaining the reason for the absence or the late arrival -- **this is required by New York State.**

12. **Identification of Clothing and Belongings:** Please mark all outer garments with an identifying label or marking pen. Instruments, notebooks, pencil cases, eyeglass cases, boots, lunch boxes, etc. should also be labeled. Throughout the school year parents are welcome to come after school to search our RED "Lost & Found" box in the cafetorium.

13. **Physical Exams:** For all new students, kindergarteners, first, third and fifth graders, physical exams are required. Physical and immunization forms need to be returned to the nurse's office immediately. Questions should be addressed to the nurse, Ms. Cathy Ort at **767-5260.** Forms are available in the school office during the summer.

14. **Emergency Contact Forms:** This form will be available to you at Open House, to be filled out that evening. Kindergarten parents were to have submitted this information to the nurse prior to the opening of school. Please notify us of changes in your emergency contact information immediately (767-5250).

15. **Important Phone Numbers:** School Nurse: Ms. Ort, 767-5260; **Attendance: 767-5261;** Psychologists: Dr. Tijen Eron, 767-5264 and Dr. Stein, 767-5265; Librarian: Mrs. Mody, 767-5270; Guidance Counselor: Mrs. Kelly, 767-5268; Office: Mrs. Chalker and Mrs. Mastandrea, 767-5250.

16. **HSA** – We are requesting that all parents of incoming kindergarten students please provide our HSA with a current email address. Such information, along with any questions can be sent to our HSA email address at [guggenheimhsainfo@gmail.com](mailto:guggenheimhsainfo@gmail.com).

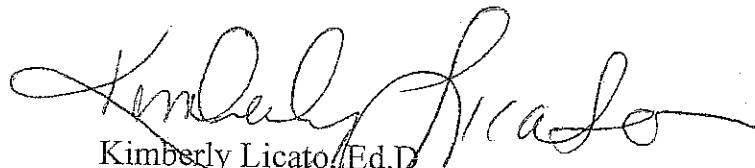
I wish you and your child a most fruitful school year and look forward to greeting each of you shortly.

Sincerely,



Barbara Giebel  
Principal

BG/KL.njc

  
Kimberly Licato, Ed.D.  
Assistant Principal