

P.S. 62

The Kathleen Grimm School for Leadership
and Sustainability at Sandy Ground

HANDBOOK
OF
POLICIES & PROCEDURES
For Parents/Guardians/Families
2021 - 2022



Lisa Sarnicola
Founding Principal



Jeanna Stanziale
Assistant Principal

644 Bloomingdale Road
Staten Island, NY 10309

Telephone #: (718) 668-8640 ~ Fax #: 718-668-8645

School website- www.PS62si.org

**VERY IMPORTANT INFORMATION ENCLOSED
FAMILIES PLEASE READ!**

The Kathleen Grimm School for
Leadership & Sustainability
at Sandy Ground



We Believe... We Lead... We Achieve!

PUBLIC SCHOOL 62

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Staten Island, NY 10309

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September 2021

Dear Members of the P.S. 62 School Community,

Welcome!

This handbook has been prepared to inform you about school routines, policies, and special features that make our school unique. After you read the handbook, please tear off the last page, sign it and return it to your child's teacher. Please keep this Handbook in a safe place so that you can refer to it throughout the school year.

P.S. 62 NEEDS YOU! Everyone can contribute to our school and create a positive learning community. Let your voices be heard and your talents shine. Volunteers are always needed. Should you need additional information, contact our Parent Coordinator, Denise Volpe. Ms. Volpe can be reached at dvolpe@schools.nyc.gov or 718-668-8640 extension 1025.

Our goal at P.S. 62 is to employ the best educational practices, support students socially, emotionally and allow our children to reach their fullest potential in all areas. We are looking forward to an amazing year!

Sincerely,

The Administrative Team

P.S. 62

Our Mission and Vision Statement

School Mission:

PS 62 is a stimulating learning environment in which our team of dedicated and highly-trained staff, together with the support and partnership of parents and families, provides quality education in a well-resourced building which addresses the individual needs of our students. Each day, we will seize the opportunity to build creative problem solvers and analytical thinkers. We are equally committed to developing and nurturing the whole child to ensure that they become compassionate leaders who can make a positive difference in society. At PS 62, we believe that every child has a unique gift and something special to contribute to their community.

In addition, as we create and sustain strong partnerships, and nurture relationships, with various community organizations, “real world” experiences will further enhance the academic and social development of every student. The PS 62 community will strive to grow leaders in sustainability. Together, we will lead change in society from being wasteful energy consumers to efficient energy conservationists.

Vision:

At PS 62, our vision is to provide a stimulating learning environment for every child and to ensure that the individual learning needs of students are met through rigorous common core aligned curriculum. By fostering the natural curiosity and wonder of children, we will be able to cultivate the joy of learning and the development of creative problem solvers and analytical thinkers. This will prepare the students for college and career readiness. We will also develop and nurture the whole child so that they become leaders who make a difference in society.

Our Core Values

Compassion: We learn to show compassion through being kind and considerate and showing concern for the well-being of others. As compassionate individuals, we believe that everyone has something valuable to offer and understand that no one likes being left out or misunderstood. We understand and accept the differences that make each of us unique and special. We embrace those differences! We are also active listeners and listen with our minds and hearts so that we can truly understand others.

Teamwork: We believe that “Together is better”. Teamwork is the process of working collaboratively with a group of people to achieve a common goal and come up with the best possible solution. When we work collaboratively, members of the group can use their individual strengths in order to better the outcome and achieve the goal set, at the highest level possible. When working together as a team, we learn to respect differences, get along well with others and learn from one another.

Leadership: As leaders we all do what is right even when no one is looking. Leaders lead through their words and their actions, and take risks when necessary. They make positive choices that impact themselves and the people around them. Leaders make plans, set goals, and benchmark until their final goal is met.

Curiosity: We believe that curiosity is the key that propels our students to question and explore the world around them. Curiosity and creativity foster the inquiry process and the desire for individuals to learn new things and seek solutions to problems. Inquisitiveness enhances engagement and enthusiasm and allows individuals to be amazed with their newly acquired knowledge.

Perseverance: At times we are confronted with challenges. However, we believe in ourselves and never give up. We work through the adversity to complete tasks and achieve success. We embrace productive struggle to further develop our “growth mindset” and explore the endless possibilities regarding the world around us.

School Support Staff

Principal	Lisa Sarnicola
Assistant Principal	Jeanna Stanziale
Secretary.....	Eveline Melis
School Aides	Krista Petrungaro Kerry Cordasco
Parent Coordinator	Denise Volpe
Guidance.....	Nicholas Esposito
School Social Worker.....	Christie Brownlee
School Based Support Team	Janine Belcastro Amanda Nierva Lina Percaccio
School Nurse.....	Karen Gaske
Custodial Engineer.....	Nicholas Souto

Organization

Our school has classes for grades Pre-K through Fifth Grade for the 2021-2022 school year. We have General Education and Special Education classes. We also have support services at PS 62.

School Leadership Team

The Leadership Team is comprised of parents, teachers, paraprofessionals and the principal. The team meets monthly and their role is to provide overall direction and guidance regarding the education of students, the use of resources to support the improvement of teaching and learning, and the impact of educational choices on student results. The team works with the principal to produce the yearly Comprehensive Education Plan (CEP), as well as, reviews the yearly budget for performance-based budgeting. The team also focuses on the issues that affect children’s learning such as: curriculum, social emotional learning, professional development, organizational structure, school-wide events, use of resources, and community involvement.

Response to Intervention (RTI)

The goal of the RTI Team is to identify successful interventions that enable students to remain in the least restrictive environment – the general education classroom. The team reviews data and makes recommendations for supports, discusses instructional strategies, and decides on services for at-risk students. Composition of the team includes, but is not limited to: administration, related service providers, SBST members, and involved teachers.

Pupil Personnel Team (PPT)

The goal of the PPT is to identify successful interventions that enable students to remain in the least restrictive environment while getting the services they need. Composition of the Team includes, but is not limited to: administration, related service providers, SBST members, and involved teachers.

PTA – Parent Teachers Association

Becoming active in the PTA provides another opportunity for you to be informed and become involved in the school community and in your child’s educational career. Monthly PTA meetings will be announced and will take place every month. Your attendance at these meetings is very important. Please try to attend each meeting as important information is shared. Throughout the year, the PTA will host many events in order to build our community and raise money for our school. All parents are encouraged to take part in these events. If you have any questions regarding the PTA, please feel free to email them at PS62.PTA@Gmail.com

Leader in Me and Lighthouse Team

The Leader in Me program focuses on developing leadership skills in our students. During the year, we will assist all of our students in discovering their strengths and gifts. These strengths will be developed over time so that each child can continue to establish life skills and become influential members of society by learning *The 7 Habits of Highly Effective People*. The Lighthouse Team is comprised of student leaders who are chosen after submitting an application. Our Lighthouse Team spearheads many outreach projects that help to serve our surrounding community but encourages participation from the entire P.S.62 family.

P.S. 62

Daily Policies & Procedures

Official School Hours

The official school hours for P.S. 62 for the 2021-2022 school year will be from 8:00 A.M. to 2:20 P.M.

Student Arrival

Please note that parents are not permitted to park in the Staff parking lot at any time.

1. Pre-Kindergarten students will meet their teacher outside of Exit 6 and be escorted to their classroom at 8:00am.
2. Kindergarten - Grade 5 students will enter through the main entrance and go directly to their classroom.

Breakfast Program

Breakfast is free for all students. Any student who wants breakfast will be provided one through a grab and go method and eat in their classroom.

Student Dismissal

All students will be dismissed at 2:20 P.M. according to assigned areas in the chart below:

- Pre-K and Kindergarten students-outside of Exit 4 in the rear of the building.
- Grades 1 through Grade 5- outside in the school yard (signs for each class will be posted)
 - Classroom teachers will escort all students to their dismissal location and wait for parent/guardian pick-up.
 - Parents/Guardians picking up their children should be at the dismissal area promptly by 2:15pm.
 - Students not picked up in a timely fashion will be brought back into the Main Office where an adult must sign them out.
 - Blue Emergency Cards must be current. *Only those people who are listed on the Blue Emergency Card are permitted to pick up students.* **PROPER PHOTO I.D. IS REQUIRED. NO EXCEPTIONS!**
 - If your child takes the bus home and you do not want them to go on the bus on a specific day, you must have that information **in writing prior** to that specific date. **You must also call the Main Office to notify us of this request and ensure that the letter you sent went to the appropriate point of contact.**

***Please do not engage teachers in conversation about your child's academic/social progress during dismissal, as they must be actively supervising all children during this time. As always, you can make an appointment to talk to your child's teacher.**

Transportation

The guidelines for bus eligibility set forth by the Office of Pupil Transportation are:

- Less than ½ mile.....Not eligible
- ½ mile to 1 mile.....K through Grade 2 students are eligible
- Equal to or greater than 1 mile.....K through Grade 5 students are eligible

For bus children: Upon arrival, an adult will meet your child's bus at the school. The children will be escorted into the building and sent to their classroom. For dismissal, bus children must be met by an adult at their designated bus stop.

NOTICE OF NON-DISCRIMINATION UNDER §504 POLICY STATEMENT

It is the policy of the New York City Department of Education that, in accordance with §504 of the Rehabilitation Act of 1973 (§504), no other qualified person with a disability shall, solely by reason of his/her disability, be excluded from or otherwise denied participation in, be denied the benefits of, or be subject to discrimination under any program or activity sponsored or provided by the New York City Department of Education. Confidentiality rights of persons with disabilities will be respected.

Inquiries regarding the New York City Department of Education's compliance with §504 rights or procedures should be directed to:

For Students and Parents: Chancellor's §504 Services Designee
New York City Department of Education
28-11 Queens Plaza North, Room 402 Long Island City 11101
(718) 391-8116

Or to: U.S. Department of Education
Office for Civil Rights
400 Maryland Avenue SW Washington, DC 20202
1-800-421-3481
www.ed.gov

Attendance

Children between the ages of 5 through the completion of the school year in which they turn 17 are required to attend school. All students are expected to attend school each and every day. In addition, all students must arrive on time to school so that they will not miss important work. A late pass will be issued for any student entering the building beginning at 8:01am. The late pass will be given to the classroom teacher. All lateness will then be documented on the child's attendance record. Student attendance is recorded and tracked daily. A school representative will contact home if a child is excessively absent and/or late. Additionally, an automated system calls home when a child is absent or late.

1. A note of explanation, written by a parent or legal guardian is **REQUIRED** from a student upon returning to school after an absence, even an absence of one day. Failure to bring a note is documented as an "unexplained absence" and may result in a truancy investigation.
2. A parent or guardian must call the school office at (718) 668-8640 ext. 1025 if their child will not be present for school that day. **Please do not send communications to the teachers regarding absences as they are not responsible for attendance procedures.**
3. An absence of more than three days **REQUIRES** a doctor's note indicating the reason for the absence and permission for the student's return to school.
4. If a student is aware that he/she is going to be absent, a written explanation stating the reason for the absence must be provided in advance.
5. Students should not come to school if they are sick. By the same token, students should not be absent without just cause. Regular, uninterrupted attendance is vital to success at P.S. 62.
6. Students should not attend school if:
 - Students are experiencing any symptoms of COVID-19 (chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea), including a temperature of greater than 100 degrees Fahrenheit, in the past 10 days.
 - Been knowingly in close or proximate contact in the past 10 days with anyone who has tested positive through a diagnostic test for COVID-19, or who has or had symptoms of COVID-19 (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea); unless fully vaccinated and asymptomatic since the COVID-19 exposure.
 - Tested positive through a diagnostic test for COVID-19 in the past 10 days.

7. Students who arrive late are required to be escorted in by their parent /guardian. The parent/guardian will wait with their child until a staff member can safely escort the child to their classroom. This was a process that was derived through the School Leadership Team (“SLT”).

Please note: Absences and lateness will be strictly monitored as per the Chancellor’s Attendance Policy. The following may result in further investigation by the Administration for Children’s Services (ACS):

- Illegally keeping a child home from school for no reason
- Not ensuring prompt and regular attendance

Extended Absences

Please ensure that vacation is **not** taken during the school year. Refer to the Department of Education calendar, provided to you, for official vacation dates. Students miss important work when they are not in school.

Lunch Schedule

The lunch schedule for our students will be as follows:

Period 3 (9:20am-10:10am) Grades 1, 4, B02

Period 4 (10:15am-11:05am) Pre-K, Kindergarten, Grade 2, B01

Period 5 (11:10am-12:00pm) Grades 3, 5

Food Services

School lunches are provided for free for all students. Beginning July 1st, you will receive the Family Inquiry Form that needs to be completed. Every family must complete and sign the Family Inquiry Form, regardless of your desire to have your child eat hot lunch. Please also note the inquiry form will be found online at **nyc.applyforlunch.com**.

For safety reasons the following procedures are in place:

- When packing school lunch please ensure that glass containers and sharp instruments, such as knives, are never brought into school as it is not permitted.
- Children will not be permitted to return to their classroom if they forget to bring their lunch to the lunchroom, a school lunch will be provided.

Behavioral Policy

P.S. 62 will strictly adhere to the Chancellor’s Code of Discipline. In September, all parents will receive a copy of the Discipline Code. This form must be reviewed, signed, and the tear-off must be returned to the classroom teacher. The classroom teacher will also review rules and codes of conduct with your children. Please note that students are expected to be respectful, courteous and display leadership qualities.

Chain of Command

If you need to speak with someone regarding your child, please follow the chain of command:

- 1) Classroom Teacher
- 2) If the problem persists, make an appointment with the classroom teacher and/or support staff.
- 3) If you still feel your issue has gone unresolved, make an appointment with the Parent Coordinator, Denise Volpe.
- 4) If you still feel your issue has gone unresolved, make an appointment with the Assistant Principal Ms. Stanziale will work together with Principal Sarnicola to resolve the issue.

Communication

1. Communication between school and home is essential for success in elementary school. Each student will receive a **P.S. 62 Folder** in order to help parents access the school calendar and important notices. Please check the folder **every night** so that you stay updated about your child and our school.
2. Phone calls go home through an automated system to alert you of all school events. Please ensure we have a valid phone number on file with the school.
3. Emails will be used as the main form of communication. Please ensure we have at least one valid email address for you on file here at school and please be certain to check your email **daily**.
4. Please respond promptly to any notes or phone calls to your home. If asked to come in and see a teacher or a member of the administration, your cooperation is appreciated.
5. Promptly sign and return any notices that may be sent home that require a signature. It is the student's responsibility to see to it that all notices are given to parents and guardians. However, sometimes students forget. Parents must check their child's folder/book log daily. Some forms will be sent electronically and will require a signed return to PS62.
6. Please visit the school website at www.ps62si.org for important information and supports.
7. Teachers use 'Remind' or "Class Dojo". Please ensure that you are respecting the hours set forth by the teacher(s) and you do not send communications outside of set hours. These communications should only be used for instructional questions or to communicate important dates and classroom events. **All other inquiries and information must be filtered through the Main Office, including absence notifications.**

Phone Calls

1. Calls cannot and will not be taken for students except in a true emergency.
2. Students will not be allowed to use the phone in offices unless it is a true emergency.
3. Calls from parents/guardians will not be transferred to teachers during instructional time.
4. Although children are permitted to come to school with a cell phone, they are not permitted to have them on.

Appropriate Dress

Hats, caps, or head coverings of any kind may not be worn in class unless they are required for religious observance. In warmer months, it is important that students dress appropriately. No short shorts or skirts, shorter than your child's arm's length will be allowed. No belly shirts will be allowed. For safety reasons, students are not to wear flip flops or slides to school. All shoes should be flat-heeled. Students are expected to participate in recess daily. Please have your child wear appropriate shoes/sneakers daily which will allow them the opportunity to engage in physical activity.

Articles of Value / Toys

1. Articles of value **ARE NOT TO BE BROUGHT TO SCHOOL.**
2. We will NOT be responsible for any items that are stolen, lost, misplaced, or broken.
3. Students should NOT bring to school any possession that they might deeply regret losing such as: cell phones, iPads, electronic hand-held devices, jewelry, fancy pens or stationery items. Please leave valuable possessions at home.
4. Toys should not be brought to school as children tend to take them out during instructional time and get distracted.

Sickness/Nurse

1. The school nurse, Karen Gaske (extension 1082), will call you if your child becomes sick in school and is seen by her in our medical room.
2. If your child routinely takes medication, please be sure the nurse is aware and that the appropriate forms have been filed. This must be done annually. **No child is allowed to carry or self-administer medication during the school day.**
3. School health records should contain any and all health concerns that your child may have (Ex. asthma, allergies, vision need, etc.) so that we can support your child.

4. Any medication that needs to be brought to PS62 will need to be dropped off by appointment only. The nurse will be in touch to schedule an appointment for safe transfer of all medications.

Trips

1. Depending on current DOE regulations, there may be out-of-classroom trips during the course of the school year.
2. Pre-K will have in-school trips and walking trips.
3. No students may participate on a trip without a completed, signed permission slip.
4. EVERY trip will require a separate permission slip, except for short walking trips.
5. For short walking trips, one permission slip signed at the beginning of the year will be sufficient for the entire year.
6. Students who lack appropriate permission for a trip will **not** be permitted to attend the trip.
7. We will not take a trip without enough adult supervision. Please consider chaperoning trips from time to time.

Safety

To ensure the safety of all children, drills, such as evacuation drills and lock downs drills, will be conducted throughout the year as per the regulations of the NYC Department of Education.

Visitors

1. All visitors to P.S. 62 **MUST** show photo ID and sign in with the Security Guard at the Main Entrance of the building and then proceed to the Main Office.
2. All visitors to P.S. 62 must wear face masks and complete the daily health screening.
3. All visitors **MUST** report to the Main Office after signing in. They will receive a visitor's pass and be escorted to their destination.
4. Visitors **MUST** possess a **Visitor's Pass** at all times during their visit to the school.
5. For the purposes of safety, all parents and guardians of P.S. 62 students, though part of the school community, are considered visitors and **MUST** sign in as previously described.
6. All visitors must enter and leave the building from the Main Entrance.
7. We ask that all visitors to the building do not come in with hot beverages, as it can pose a safety-risk to our students.
8. We ask that all strollers be left outside of the building during school events so that our egress exits can remain clear.
9. In the event an article needed for instruction must be brought to school (ex. book/eyeglasses), please call the Main office first. A staff member will meet you outside to pick up the belongings. **Please have the item/items clearly labeled with your child's name and class number or it will be refused at the door.**

Signing Out

1. Parents are discouraged from signing students out before 2:20 P.M. Please make all appointments after school so that they do not conflict with instructional time.
2. If a student is to be removed from school by a parent or guardian during the school day, he/she must have identification and follow sign out procedures. Please do not **ever** remove a student without signing him/her out at the Main Office.
3. In the rare case that you are signing your child out early, please send your child's teacher a letter stating the time and rationale for being picked up early.
4. **Kindly avoid removing your child from school after 1:50 P.M.** As lateness is disruptive, so is removal during the last period of the day.
5. **Under no circumstances will a student be allowed to leave the school with anyone who is not on the Blue Emergency Contact Card.**
6. Please be sure to inform the school of any changes (address, phone numbers and persons who can accompany your child). A new blue card must be completed, signed by you, and filed in the Main Office.
7. Please note that students are not to be signed out to attend a celebration of another sibling that attends P.S. 62 (ex.: graduation, moving up ceremony, assembly events, publishing parties, etc.).

Report Cards and Parent Teacher Conferences

1. Report Cards are issued three times a year (December, March and June) for students in Pre-Kindergarten through Fifth Grade. In addition, parents will receive individual Student Progress Reports throughout the year.
2. Parent/Teacher conferences are held for pupils in all grades, generally in November and March. In addition, conferences can be arranged at other times. For an appointment, please send a note to your child's teacher.

Grading Policy

Below is the grading policy and is applicable to all students, including English Language Learners (ELLs) and students with disabilities. Should the policy change, a new policy will be distributed.

Grading Policy				
Grades: K - 5				
Reading	Writing	Math	Science	Social Studies
Reading Level 25% Reading Task 25% Classwork 40% Daily Reading Log/Homework 10%	On Demand Pre/Post 60% Classwork 30% Writing Responses 10%	End of Unit Tests & Math Tasks 50% Classwork 40% Homework 10%	Classwork 50% Assessments 30% Tasks/Projects 20%	Classwork 50% Assessments 30% Tasks/Projects 20%
All Grades: Cluster Classes (Physical Education (P.E.), Art, Dance, Theater)				
Participation 50% Classwork/Tasks/Projects 50%				
<p>Classwork Examples: Completion of in class activities; participation; articulation of thinking (listening and speaking), etc.</p> <p>Participation Examples: Turn and talks; discussions; self and peer assessment opportunities; group work, etc.*</p> <p>* Classwork/Participation will vary based on each individual's holistic skills and abilities *</p>				

Grading Timeline	<p>Students receive formal grades three times per year. Report cards are issued in December (Marking Period 1), March (Marking Period 2) and June (Marking Period 3 and Final Grades).</p> <p>Progress reports are also sent home in November and May to bridge the gaps between Marking Periods.</p>
Timelines and Procedures for Promotion Decisions	<p>Parents and/or guardians will be advised in the early part of the school year that a student is at risk of not meeting standards. This early notification will provide an opportunity to review student work, discuss strategies and supports and establish benchmarks. Ongoing parent/guardian communication and involvement will be a priority throughout this process.</p> <p>The communication between school and home is essential in creating a collaborative plan for all of our students to have to most positive and meaningful learning experience.</p>

Promotion Policy

All students in grades K-2 are subject to standard promotion guidelines:

- Students are designated as being promotion in doubt in January if they are performing at a level 1 or 2 in ELA (reading and writing) and/or math.
- Students are promoted to the next grade in June if they achieve a minimum of a level 2 on the report card in Math and Overall ELA

General Education Students grades 3-5 are subject to the following promotion guidelines:

- Students are designated as being promotion in doubt in January if they are performing at a level 1 or 2 in ELA (reading and writing) and/or math.
- Starting in May through early June, teachers and principals identify students as being at risk of not meeting promotion benchmarks (performing a level 1 or 2 in ELA and/or math).
 - If the promotion standard is not met, or if the school does not have enough evidence of student work to support a promotion decision, then the school completes a promotion portfolio in order to determine the student's readiness for the next grade.
 - The promotion portfolios align to the standards, represent an authentic assessment of student learning and include flexibility for schools to incorporate assessments and student work completed throughout the school year. Principals make promotion recommendations based on the ELA and math skills demonstrated in each student's portfolio.
- **If a student has met the grade-level promotion standards or if student's promotion portfolio demonstrates that the student has met promotion benchmarks, then he/she will be promoted to the next grade level.** If a student's promotion portfolio demonstrates that the student has not yet attained promotion benchmarks, then he/she will not be promoted in June and the principal will recommend the student attends summer school.

Students in prekindergarten are not held to the promotion standards outlined in Chancellor's Regulation A-501.

Students with IEPs in grades 3-5 with **modified promotional criteria** will be promoted based on meeting the criteria outlined in each student's Promotional Criteria Checklist. Students with an IEP that have standard promotional criteria will be subject to the guidelines outlined above.

English Language Learners are held to standard promotion standards unless they have been in a United States school system (USSS) for fewer than two years.

Please note that grading policy changes may occur if city-wide grading policies are updated and adapted to meet the needs of an individual school year

Parent Orientation Meeting

A virtual meeting will be held in the beginning of the school year for each grade level. This meeting offers an opportunity for parents/guardians to meet their child's teacher. The grade curriculum and the children's responsibilities will be outlined. Please make every effort to attend. This orientation will be held Thursday, September 23, 2021.

Homework

The purpose of homework is to extend and reinforce learning and to develop self-discipline, personal responsibility, and independent thinking. Our teachers try to make homework assignments purposeful and related to class activities, as well as tailoring assignments to individual children's interests, needs, and abilities. Parents can help in the following way:

- All students must read independently, every night. A reading log and a reading response must be signed by parents. Support will be provided to assist with this requirement!
- Check homework daily-please make certain all assignments are completed, accurate, and neat.
- Answer questions-but please allow your child to do the assignment independently.
- Speak with your child about his/her daily learning and their experiences at school each day.
- For additional assistance with homework please call Dial-A-Teacher at (212) 777-3380.

Birthday Celebrations/Class Parties/Publishing Parties

Due to food allergies, birthday celebrations must follow the following procedures:

- Anyone wishing to send in food for a party must notify the teacher 48 hours in advance so that children with allergies can bring in alternate food and their medical records can be checked.
- Food for birthday celebrations will be limited to a drink and snack (ex.: mini-cupcakes, bag of goldfish/pretzels).
- **All desserts must be nut-free.**
- Goody bags will only be distributed at dismissal if it contains **no candy or food**. (This is to avoid allergic reactions or possible choking on the school bus.)
- Celebrations will be limited to children in the birthday child's class. Children from other classes including siblings, will not be allowed into the classroom for the celebration. All birthday celebrations will take place during snack time.
- Birthday celebrations are for students only; parents will not be permitted to attend class parties.
- Publishing parties are times to honor students' hard work, therefore siblings should not attend.

PLEASE RETURN THIS PAGE

P.S. 62
HANDBOOK
OF
POLICIES & PROCEDURES
FOR PARENTS/GUARDIANS/FAMILIES
2021-2022

I have read the P.S. 62 Handbook of Policies and Procedures for the 2021–2022 school year. I understand that I am responsible to comply with the policies and procedures set forth in the handbook. If I have any questions, I am aware that I can contact the school at 718-668-8640.

Child's Name

Class

Parent's Signature

Date