



**THE NEW YORK CITY DEPARTMENT OF EDUCATION, DISTRICT 28**

**P.S. 117**

**Achieving Excellence Together**

**Magnet School for Theater Arts & Music Through Technology**

85-15 143<sup>rd</sup> Street • Briarwood, New York 11435

Telephone: (718) 526-4780 • Fax: (718) 297-1796 • <http://schools.nyc.gov/SchoolPortals/28/Q117/default.htm>

**Paula Cunningham, Principal**

**Denise Banas', Assistant Principal ♦ Jane Indelicato, Assistant Principal ♦ Tara Malagoli, Assistant Principal, I.A.**

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**REVISED**

September 28, 2010

Dear Parents/Guardians:

In order to ensure a safe, secure and orderly arrival and dismissal for our students, please adhere to the following procedures and exits:

- **Our new school hours for the school year 2010-2011 is 8:00 A.M. to 2:20 P.M.**  
The new schedule will begin on **Wednesday, September 8, 2010.**
- All students will arrive at **8:00 A.M.** All grades will be dismissed at **2:20 P.M.**
- Only bus children are permitted to enter the building in the morning via the main entrance.
- The school building is not open to any students before **7:50 A.M.**, except those participating in the Breakfast Program.
- The Breakfast Program is open to participating students between **7:15 A.M.** and **7:45 A.M.**
- Parents must be at the appropriate exit **at least 5 minutes before dismissal time.**
- In order to allow the children to leave the building safely and monitor who is picking them up, we are asking all parents to wait for their youngsters behind the white lines.

**Some parents have received letters stating that their child is required to participate in the extended time small group instructional program.**

- Extended Day will be two days a week, **Tuesdays and Wednesdays.** Each session will be 75 minutes.
- If your child is mandated to be a part of the Extended Day, he/she will remain in school from **8:00 A.M. to 3:35 P.M.** on **Tuesdays and Wednesdays starting on Wednesday, September 8, 2010.**

**ARRIVAL**

Breakfast Program	Exit 8 Ramp
Kindergarten & Grade 1	Exit 8 Ramp
Grades 2 & 3	Exit 6 Between Two Buildings
Grades 4, 5 & 6	Exit 7 Between Two Buildings

**DISMISSAL**

Kindergarten, Grades 1 & 2	Large School Yard with Playground (Exits 4 & 5)
Grades 3 & 4	Exits 6 & 7 Between Two Buildings
Grade 5	Exit 3 Smedley & 143 <sup>rd</sup> Street
Grade 6	Exit 2 Middle Exit on 143 <sup>rd</sup> Street

**ONCE THE CLASSES ARE DISMISSED, ALL PARENTS MUST PICK UP THEIR CHILDREN WHO WERE NOT PICKED UP ON TIME THROUGH EXIT 11 (WALKWAY). ALL OTHER DOORS WILL BE LOCKED.**

Please make sure your children come to school on time and that you make arrangements to pick them up promptly at dismissal. We appreciate your cooperation.

Very truly yours,

Paula Cunningham  
Principal