



Public School 117 - Magnet School for Theater Arts & Music Through Technology  
*Achieving Excellence Together*  
 tinyurl.com/ps117queens

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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 school hours for the school year 2014-2015 will be 8:00 A.M. to 2:20 P.M.**
- All students will arrive by **8:00 A.M.**  
 Pre-Kindergarten will be dismissed at **2:15 P.M.**  
 Kindergarten will be dismissed at **2:15 P.M.**  
 Grades 1- 5 will be dismissed at **2:20 P.M.**

**BREAKFAST PROGRAM**

- The Breakfast Program is open to participating students between **7:15 A.M. and 7:45 A.M.**

**ARRIVAL: 7:50 A.M. – 8:00 A.M.**

The school building is not open to any students before **7:50 A.M.**, except those participating in the Breakfast Program.

Breakfast Program	Exit 8 Ramp
Pre-Kindergarten	Exit 2 (on 143 <sup>rd</sup> Street)
Kindergarten & Grade 1	Exit 8 Ramp
Grades 2 & 3	Exit 6 Between Two Buildings
Grades 4 & 5	Exit 7 Between Two Buildings

**DISMISSAL: 2:15 P.M. and 2:20 P.M.**

- Parents must be at the appropriate exit **at least 5-10 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. **DO NOT BLOCK EXITS**

Pre- Kindergarten	Exit 11 (Walkway)
Kindergarten, Grades 1 and 2	Large School Yard with Playground (Exits 4 & 5)
Grade 3	Exit 6 Between Two Buildings
Grade 4	Exit 7 Between Two Buildings
Grade 5	Exit 3 Smedley & 143 <sup>rd</sup> Street

**IF YOU ARE LATE PICKING UP YOUR CHILD, ALL PARENTS MUST PICK UP THEIR CHILDREN THROUGH EXIT 8 –RAMP. ALL OTHER DOORS WILL BE LOCKED.**

**PRIVATE DAYCARE PROVIDERS**

All Daycare provides are required to pick up children on time. Please report to Exit 8 Ramp. All children attending private day care will be located in the cafeteria

**\*\*NOTE\*\***

PS. 117 Administration will carefully monitor and record students who are not picked up on time. Make every effort to **arrive on time.** Please help us teach students to follow school rules and procedures by having your children **enter** and **exit** school grounds through appropriate grade level designated arrival/dismissal areas only.

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