

P
S
9

The
Sarah
Anderson
School

Public School 9
100 West 84TH Street
New York
NY
10024

www.ps9.org



PS9 • NYC

General Information
Handbook
(Condensed version)

*To access the full general information handbook please
visit www.ps9.org*

TABLE OF CONTENTS

Important Contact Information	3
The General Procedures for Our School	
Entering the Building.....	4
Arrival.....	4
Dismissal.....	5
Attendance.....	6
Absences	6
Required School Forms.....	7
Rules for Children in the Building.....	7
School Yard Safety.....	8
Illness	8
Emergency at School.....	9
Discipline Code.....	9
Holidays and Days Off.....	10
Weather information / School Closings.....	10
Breakfast / Lunch Program.....	10
School Trips.....	11
Home and School Communications	
Sunday Night eBlast.....	11
Back Packs and Red Folders.....	11
Communication with Faculty.....	12
Parent / Teacher Meetings and Conferences.....	12
Homework.....	12
Afterschool Programs.....	13
Stay Informed.....	13
Social Matters	
Birthday and Holiday Parties.....	14
After School Activities / Playdates.....	14
Gifts.....	14

IMPORTANT CONTACT INFORMATION

New York City Information (schools, parking, weather)	311
PS 9 Main Office (11am-2pm for non emergencies)	212- 678-2812 / 2813
PS 9 FAX Number	212-873-4681
Afterschool Program	212-787-1200 / 212-873-0088(fax)
Afterschool Program Website	http://re-create.org/
Custodian's Office	Call Main Office
CSD3 Office	212-678-5857
Department of Education Website	http://schools.nyc.gov
PS 9 Website	www.ps9.org
Guidance Counselor	212-678-2812, EXT. 2190
School Nurse	212-579-0752
Rita Yoskowitz - Parent Coordinator	212-628-2812, EXT.1101
Office of Pupil Transportation (OPT)	718-784-3313
School Psychologist	212-678-2812, EXT.1102
Social Worker	212-678-2812 EXT. 1103
Dismissal Changes	dismissalpsnine@yahoo.com
Parents Association Key Contacts:	
PA Co-Presidents	presidents@ps9parents.org
Communications	communications@ps9parents.org
Parent Involvement	joinus@ps9parents.org

General Procedures for PS 9

Entering the Building

The main entrance to the school is on West 84th Street. Upon entering the building, all visitors (including parent volunteers) must stop at the security desk and sign in. Picture ID is required. No exceptions. From there, all adults and visitors must proceed to the Main Office. As a Department of Education safety rule, baby strollers and bicycles are not permitted past the security desk. Bicycles, scooters or wheeled shoes should not be ridden on or around school property during or after school hours. Also, bicycles or scooters are not allowed to be tied or chained to the school gates during school hours and will be removed if the school cannot locate the owner.

Parents / Guardians may not escort children beyond the security desk or Main Office during school hours.

To protect the safety of the children, any adult authorized to pick up a PS 9 student will be asked to present a picture I.D. and must know the child's first and last names and classroom number.

Arrival

For your child's safety, no PS 9 student is allowed to enter the building until the designated time. Doors open at 8:10am for breakfast and it is free. School begins at 8:30 a.m.

Students who arrive after teachers pick up their classes and the outside gate has been closed, are late. ***If your child is late to school***, parents of Kindergarten children can bring their child to the main office. Due to congestion in the office, children in grades 1-5 should be dropped off inside the entrance to the school and proceed to the office on their own where they will sign the late log and receive a late pass. Once in the office, monitors will be called to escort your child into the classroom. This period a very busy time of day. Because the disruptions can upset normal routines and learning of all students, it is important that you help your child be on time each day. Establishing good attendance habits right from the start is very helpful.

Fair/Good Weather Procedure

Pre-K: Enter through the main entrance and proceed to the classroom for drop off.

Kindergarten: After the initial phase-in period, children will be dropped off at the security desk and met by the 5th grade safety patrol.

Grades 1-5: Gather in the main schoolyard on West 84th Street. Each student goes to the class line and waits for the teacher to escort them in an orderly way to their class.

Foul/Bad Weather Procedure

- *Pre-K:* Enter through the main entrance and proceed to the classroom for drop off.
- *Kindergarten, Grades 1 & 2:* Enter through main entrance. Go to cafeteria for teacher pick-up.
- *Grades 3, 4 and 5:* Enter through main entrance. Go to auditorium for teacher pick-up.

Children must enter school by themselves and parents say good bye outside. This will make traffic more manageable.

School Bus Arrival: Children are escorted off the buses by the school aides and walked to the school entrance. Upon entering the school, they are then directed to the cafeteria. At all arrivals (school bus, main entrance and schoolyard) students are met and supervised by PS 9 school personnel.

Dismissal

Except for Pre-K and Kindergarten, all children are dismissed from the school yard regardless of weather conditions. Kindergarten children are dismissed in the Kindergarten yard Monday through Thursday and from the classroom on Fridays. In the case of inclement weather, all PreK and Kindergarten students will be picked up in their classrooms. Children are to be picked up from their posted designated area determined by grade and class. Children who are not picked up on time are brought to the Main Office where parents/guardians are contacted by phone. If it becomes too late in the evening and no one on the blue emergency card can be reached, the child can be taken to the 20th police precinct @ 120 West 82nd Street. Please make sure your emergency contact information is up to date. Late pick-ups are extremely upsetting to the child.

We ask that you do not schedule routine doctor or dental appointments during school hours. Children should not be picked up early from school except when parents are contacted by the school nurse for medical, dental or family emergencies. Early pick-ups are extremely disruptive to the educational process of the entire class.

All public school arrival and departure times are set by the Department of Education and can change from year to year. You will be notified each summer as to the arrival and dismissal schedule for the upcoming school year. Please note these hours to ensure on-time arrivals and departures.

Saying Goodbye to the Teacher: For your child's safety, before leaving the school area at dismissal, please make sure that the child shakes hands with his or her teacher and informs the teacher of the name of the adult picking them up. The person picking up the student should be acknowledged by the teacher.

School Bus Dismissal: Children are escorted from their class to the cafeteria. There they are arranged by bus group and escorted directly to their bus. Because of insurance regulations, only children scheduled for a particular bus are allowed to ride. Visitors, playdates, etc. are not permitted on the bus. Please be on time to meet the bus. Make an attempt to meet other parents/caregivers/guardians at your child's stop and exchange numbers. If no one is at the stop for pick-up, the child will remain on the bus until the driver can return the child to school. If it is too late in the evening and no one on the blue emergency card can be reached and if there are no personnel at the school to meet the student, the child can be taken to the 20th police precinct @ 120 West 82nd Street.

Dismissal to PS 9 Afterschool: The children are escorted from their class by their teacher or a school aide and are then taken to the cafeteria entrance where they are met by [Re-Create](#) personnel. The children are then directed to the table that is labeled with the class and time of

the Afterschool program they are attending. They wait until their Afterschool teacher arrives. The Afterschool number is 212-787-1200 / 212-873-0088 (fax)

Changes in Dismissal

If any changes occur in your child's pick-up routine, you must send a note to the teacher in the red folder. If you forget to send a note please email: dismissalpsnine@yahoo.com or fax a note to 212-873-4681 or call the main office. Please call the office to confirm the note was received. The student will not be released to any person not named on the blue emergency card without prior notification. If you have an emergency or will be delayed in your schedule, please contact the Main Office prior to dismissal time and note the child's name and classroom number. The main office number is 212-678-2812 extension 0.

NEED TO MAKE A LAST MINUTE CHANGE IN YOUR CHILD'S DISMISSAL – Email the change no later than 2:00 pm to dismissalpsnine@yahoo.com or fax a note to 212-873-4681 or call the main office. Please include the information below:

- 1.) IN THE SUBJECT: Full name of student and class number
- 2.) Clearly state details of the change
- 3.) If another person is picking up please include the person's full name and relationship to the student. (They should bring photo ID)

Attendance

Each student's attendance is extremely important at PS 9 and adds to the success of the school year. Please make sure to have your child at school on time. Beginning on time promotes good habits, while lateness disrupts classmates and teachers. Children who arrive late must go to the Main Office (not parents in grades 1-5) where they will be issued a late pass and escorted to their classroom by class monitors. The Chancellor's regulations require each student have 90% attendance in a school year. Children who are registered in the public school system are mandated to attend school daily. Attendance is one of the measures used to determine grade promotions.

Absences

Please call the Main Office everyday (212-678-2812) the student will be absent. We ask all parents/guardians to keep children at home during the early infectious period of a cold, illness or communicable disease. All students who have been absent from school (regardless of number of days) must bring a note to the classroom teacher from their parent(s)/guardian or doctor stating the reason for their absence. The teacher forwards the note to the Main Office where it is kept on file. All absences must be explained with a note. Please check the school calendar carefully so that you can plan your family vacations and appointments during school breaks. **Taking your child out of school for family trips is against New York City regulations and strongly discouraged; more importantly it is academically and socially disruptive to your child's learning.**

If your family needs to travel for an emergency, please go to the Main Office and fill out the required forms which include providing the school with travel itinerary, address and valid phone number where you can be reached. You can receive these forms from our parent coordinator, Rita Yoskowitz, RYoskowitz@schools.nyc.gov. Also, send a note to the classroom teacher. Attendance is carefully documented in the Main Office and any extended period of absence

from school can result in a parent/teacher conference or notification to the Administration for Children's Services (ACS).

Teachers should not be asked to prepare vacation homework for children. If your child is sick, you can ask that a classmate bring home the homework but often without the lesson, the homework is confusing. We recommend using the time to practice basic math facts and read.

Required School Forms

The following forms are essential for school records and must be completed and returned prior to or during the first week of school:

1) Blue Emergency Cards: The cards are "backpacked" the first week of school and are very important in maintaining communication between home and school. Please fill out the required information and make sure all alternate numbers **are up to date** in case the school cannot reach you. **If any phone numbers change, please notify the office immediately.** Changes of address need to be reported to the Main Office along with a copy of a utility bill showing the new address.

2) Physical Exam Forms: Physical exam forms are required for pre-K, kindergarten and first time admits to NYC public schools. Children entering kindergarten are required to have a physical exam performed by the pediatrician after their fifth birthday. If the exam submitted at registration was performed prior to the fifth (5th) birthday, another exam must be performed after the fifth birthday, and a new form submitted to the school nurse. In addition, 5th grade students are required to have a physical performed by their doctor, complete with clearance for gym activities, before going on to middle school. It is recommended that students get an annual physical and provide a copy to the school nurse.

3) Transportation Request Forms: This form must be submitted to the school when you register in the spring in order for your child to receive Yellow Bus service or a Metrocard. Please stop by the Main Office during the first week of school to confirm your transportation request.

Rules for Children in the Building

PS 9 students are responsible for knowing, understanding and following the rules and routines established by their teachers and the principal. A copy of the school rules will be sent home for your review and signature at the beginning of the school year. We also ask the parents/guardians and caregivers to help the school and cooperate in observing these rules when in the building or on school grounds with the children. The rules are as follows:

- No cell phones are to be used on school grounds;
- No gum or gum chewing;
- No hats, caps or playful head pieces can be worn in the school building;
- No bicycles, scooters, skates or wheeled shoes or toys;
- No running in the building, excluding during gym;
- All students are to read and sign a behavioral contract that will be reviewed and signed by the parent/guardian.

School Yard Safety

Once students enter the schoolyard in the morning they will not be allowed to leave. Students must take all their belongings from the schoolyard. Anything left behind will be taken to Lost and Found. The adult in charge can confiscate any equipment that could possibly hurt other students or be a distraction. At the start of the day, all students immediately go to their class line in an orderly manner and wait for their teacher. Any confiscated equipment will be held in the Principal's office until the end of the day. At drop-off and pick-up -- footballs, hardballs, frisbees, roller blades, bikes, skateboards and dogs are not allowed in the yard. Also, do not ride or allow students to ride bikes, scooters, skates or wheeled shoes on the sidewalks around the PS 9 building before, during or after school hours. It is very dangerous with so many people going to and from school at the same time. Please be considerate of others on the sidewalk.

Illness during school hours

If your child becomes ill or an emergency occurs during school hours, the parent/guardian will be contacted. Again, **it is extremely important that parents/guardians keep the information on blue emergency cards up to date**, and that alternate emergency numbers are provided should the school be unable to contact you directly.

All parents/guardians should understand that PS 9 staff, including the school nurse, are prohibited from doing any invasive procedures (including splinter removal!) and dispensing medications without appropriate 504 paperwork.

1. Please check your child's temperature at home in the morning if he/she seems feverish.
2. Please make sure to notify the school immediately if your child contracts a communicable disease (i.e. strep throat, scarlet fever, chicken pox), so that classmates and staff can be alerted.
3. Notify the teacher and nurse if your child has an ongoing medical condition, i.e. food allergies, asthma.

Prescribed medications for chronic health conditions (such as diabetes, asthma, food allergy, seizure disorder) can be administered by the school nurse during school hours following approval by the Department of Education and the Department of Health. Please speak with the Guidance Counselor or the School Nurse for further information to obtain a 504 form for administering medication during school hours.

Very important to remember—a new 504 form must be filled out each school year. If you don't receive a form in the mail over the summer, contact the Guidance Counselor or School Nurse.

Medicine prescribed for short periods of time (for treatment of a cold, earache, or strep throat, etc.) that must be administered during the school day, must be given by the PARENT or a designated adult – not school personnel. Do not send medicine to school with a note requesting the nurse or teacher to administer it. Medicines such as Motrin, Tylenol, and Advil cannot be stored in the medical room, and may not be left for a child by a parent. The nurse can only administer pre-approved medicine. Try to schedule administering your child's medicine around school hours, such as at 7:30 and 3:30, for doses required every 8 hours.

Children diagnosed with contagious infections need a medical doctor's note stating the diagnosis and date the child may return to school. Contagious infections may include: strep

throat, ringworm, scabies, conjunctivitis (pink eye), fifth disease and scarlet fever. If a child is prescribed crutches by a physician, parents need to notify the principal and school nurse before the child returns to school. They can attend school, but need to practice using the crutches up and down stairs before returning to school.

Head lice - If a case of lice is found in your child's classroom, a form letter is sent home with information on checking for lice, removing them, and treating lice infestations at home. Since head lice are extremely contagious, children who have an infestation must be kept home until all lice are completely removed from the hair. A child returning to school must be accompanied by an adult, and re-examined, by school personnel before they can re-enter class.

If your child feels sick and becomes ill with any of the following: fever, vomiting, sore throat, unusual spots or rashes, diarrhea, loss of appetite, unusual behavior, conjunctivitis (pink eye), headache, stiff neck or infected skin patches, consult a doctor. Keep them comfortable at home or arrange other childcare and contact the school about the absence.

We strongly recommend waiting 24 hours after symptoms subside before allowing the child to return to school. Upon return, a note from the doctor is required. Please be considerate of the other children, teachers and families. If your child develops an illness while at school, we will call you and ask you to take your child out of school. We strongly suggest that you consider plans for unexpected sick care for your child before he/she becomes ill.

Emergency At School

Should your child become ill during the school day, the school nurse will call you and ask that you pick up your child as soon as possible. **In case we are not able to reach a parent/guardian or caregiver, we will contact the numbers on the blue emergency card as a back up.** The back-up emergency contact should also come to school with a picture ID. If a serious emergency occurs at school, we first contact the parent/guardian, caregiver and emergency contacts, and the child's doctor. If the school is unable to reach any of the above-mentioned people, the child will be taken by ambulance, cab or car to the emergency room. In the meantime, all attempts will be made to continue contacting all the names on the blue emergency card.

In the event that the school needs to be evacuated, PS 9 students will be escorted to Brandeis High School Complex (across the street) or PS 166 at 132 West 89th Street. If there is a matter of concern that causes all PS 9 students and staff to be removed from the premises, notes will be posted on the doors as to the designated pickup location and the PA will be notified to assist in contacting the parents. In addition, call 311 for any information or updates. If you would like further information, a copy of the school safety evacuation plan is available for viewing in the Main Office.

Discipline Code

At the beginning of every school year, New York City students will receive a link to the copy of the Citywide Standards of Discipline and Intervention Measures and two copies of a Behavioral Contract which the parents/guardians are required to read together with the child. A signed copy must be returned to the child's teacher. These standards have been implemented to

maintain a safe and supportive environment for all students in the school. Please read the documents and discuss them with your child. The documents are available in various languages. If a child's homework is late or incomplete on a regular basis, if there are signs of cheating, false or misleading information given to school personnel or if the child engages in or causes disruptive behavior in class, on the school bus or on school grounds, parents will be notified as to the appropriate steps the teacher, school and district must follow. If there is concern regarding a student, please bring it to the teacher's attention and/or the school administration so that it can be investigated immediately. Please read the discipline codes carefully.

Holidays and Days Off

There are holidays and staff development sessions that are designated by the Department of Education as non-attendance days for students. Please keep track of these days and mark your calendar in advance. Use the following resources for a list of holidays when school will be closed:

- **PS 9 website** ► www.ps9.org
- **School Handouts**
- **NYC Department of Education Website** ► <http://schools.nyc.gov>

Weather Information / School Closings

By 6 a.m. on days with severe or unusual weather conditions, the Chancellor will decide to close or delay the opening of New York City public schools. School information will be announced on the following radio stations: WINS (1010 AM), WCBS (880 AM), as well as television --NY 1 (Channel 1 on Time Warner Cable). In the case of a two-hour opening delay, all students who arrive at the two hour delay time will be considered punctual and will not be marked late. On delayed days, regular school buses will run delayed two hours in the a.m. Regular dismissal times will be the same. Neither individual schools nor school districts can independently dismiss students early. Only the Chancellor can make that decision through radio and television announcements.

Remember the foul weather procedure for students arriving at school:

Kindergarten, Grades 1 and 2: Students go to the cafeteria for teacher pick-up
Grades 3, 4 and 5: Students go to the auditorium for teacher pick-up

Remember the foul weather procedure for dismissal:

In the event of extremely severe weather conditions (blizzard, torrential rain, etc.) Kindergarten children will be picked up in the classroom. All other grades will be dismissed from the schoolyard as usual.

Breakfast / Lunch Program

The New York City Department of Education provides a healthy breakfast for students each morning at no charge. Lunch in the cafeteria is available for everyone. The easiest way to pay for lunch is through www.mylunchmoney.com. You can register online and pay via a credit card. You will just need your child's OSIS number. You can obtain that from Rita

Yoskowitz, our parent coordinator. If you prefer to pay by cash or check, cash is accepted in the main office Wednesdays and Fridays. Checks/Money orders can be brought into the office on Monday through Friday.

Check the DOE monthly calendar or <http://www.opt-osfns.org/osfns/> for school lunch information. The lunch schedule changes every year. Students eat lunch with their classmates at their assigned lunchroom table. There is an outdoor play period before or after lunch depending on the schedule (weather permitting). During inclement weather (rain, ice, snow, etc.) students may watch a video being shown in the auditorium or read or play quiet games. Children are supervised by school aides and assistant teachers.

The school is happy to accept donations of grade/age appropriate videos (G-rated) and board games in good condition for students to enjoy during these periods.

School Trips

PS 9 students enjoy numerous field trips. Make sure to send in the required permission slip prior to the day of your child's class trip. Please check the permission slip if your child will need to bring a bag lunch and beverage (no glass bottles) from home that day. Parents are frequently invited to accompany their children's classes on trips as chaperones. The teacher and class parent will coordinate the specific number of chaperones needed for each trip and will rotate parent requests to give everyone an opportunity. Please remember—you are coming as a teacher's helper and will be assisting with the whole class. A parent or relative may not take the child's sibling out of another class to attend the trip with the student. Persons under the age of 18, whether or not related to the child, are not allowed to accompany any child's class on a trip in any capacity.

HOME AND SCHOOL COMMUNICATIONS

Sunday Night eBlast

The school maintains an email group that sends emails from PS 9 and the school's parent coordinator. All new parents will automatically be added to the News Group over the summer. Our most comprehensive newsletter, the Sunday Night eBlast will tell you all you need to know about the various school-wide events, meetings, and schedule changes for the upcoming week. Look for your first one the Sunday before school starts. We send the blast via MailChimp and it comes from "PS9 Communications." Check your spam folders and **please let us know** if you do not receive it – ps9comm@gmail.com

Back Packs and Red Folders

You probably will hear the term "backpacking" or "to back pack". It simply means that information or correspondence will be placed in the student's backpack to be relayed to and from school. **After every school day, parents/guardians are advised to check the student's backpack for any notes from the teacher, assignments or necessary school information.** On the first day of class, your child will be given a red communications folder. This will come home every day in his/her backpack and may include notes from the teacher specific to your child, information about upcoming field trips, school wide communications from

the administration etc. You may also send a note to the teacher via the Red Folder which is the preferred method of communication with teachers. It is checked every morning.

Communication With The Faculty

PS 9 takes great pride in the quality of its teachers and staff and the level of commitment they offer the students of the school. Setting up a good line of communication between parents and teachers helps make for a successful school year. Teachers work cooperatively across grade levels and meet regularly to discuss curriculum and share teaching methods and materials. Teachers in each grade appoint one faculty member to serve as Grade Leader for the school year.

If you have questions/concerns/suggestions about a school-related issue, the following steps may be taken:

- 1) For class phone numbers or classroom activity information -- Contact the class parent or other parents/students on the class phone list.
- 2) For matters of concern regarding your child's classroom work performance or problems in class -- contact the teacher via backpack note or leave a note at the reception desk in the Main Office. The teacher will try to contact you within 24 hours. Please leave a current phone number to reach you within that time period.
- 3) For matters regarding school problems or parental concerns -- Contact the Parent Coordinator at 212-678-2812, EXT. 1101 or leave a note at the reception desk in the Main Office.
- 4) Contact the PA chairs for committee related ideas, suggestions, volunteering or concerns.
- 5) Contact the Principal after all levels have been contacted or if your concern is more immediate and needs administrative level input.

Please keep your communications with school staff respectful. All personnel are here to assist in ways that benefit the students. If you have a positive remark about a teacher, staff member, activity or event, please tell us. We like to hear good news.

Parent / Teacher Meetings and Conferences

Parent - Teacher conferences occur in late fall and early spring. At these conferences, report cards will be discussed and distributed. Parents must sign and return them to the teacher within one week. The class parents will contact the parents about setting up a conference time. Scheduled times will either be in the afternoon or evening. Tuesday afternoon has been identified as PS9's Parent Engagement meeting time as per the last UFT contract.

If more time is necessary, parents may contact the teacher for a meeting or telephone conference to discuss a particular issue by sending a note in your child's backpack or leaving a message in the Main Office.

Homework

Homework is an extension of schoolwork and is an integral part of each child's education. Through homework, children further develop a sense of responsibility and independence. Homework reinforces the classroom learning experience by following up on concepts and skills

acquired during the day. Homework also extends the learning experience as children complete long-term research and special projects.

Children are given time lines and completion dates well in advance of the due dates. The time needed to complete short term or one-night assignments will vary as each child works at his or her own pace. The following are general guidelines for one-night assignments:

Grade K	0-10 minutes (commences in late spring)
Grade 1	15-30 minutes
Grade 2	30-45 minutes
Grade 3	30-45 minutes
Grade 4	45-60 minutes
Grade 5	60 minutes

If your child is spending more time on short-term assignments than these guidelines suggest, or you have any questions about the assignments or grading, please notify your child's teacher. If there are further questions after this process, administration is available for support.

One of our goals is for our students to develop an appreciation for reading, whether it is for pleasure or for gathering information. We encourage all of our students to read independently each night. Grades K-1 can have quiet one-on-one reading time with an adult.

Afterschool Program

PS 9 has a very popular afterschool program, Re-Create, offering a wide range of choices and scheduling options. In addition to a fascinating variety of Enrichment Classes offered Monday through Friday, Homework Supervision is also taught by PS 9 teachers. There are two afterschool sessions daily; the first runs from 3:00 to 4:30 pm and the second from 4:30 to 5:45 pm. You can register your child for one or both sessions as many days a week as you prefer. The programs fill up quickly, so be sure to register your child as soon as possible. For more information, please contact the Afterschool Office (Room 117) at 212-787-1200 or visit the website at <http://re-create.org/>

Stay Informed

Check your child's backpack and red folder daily for all messages and announcements that are sent home. Also take note there are many other ways to stay in touch with school happenings:

- Bulletin Board--- check the bulletin board along the front entrance hall for information on activities and meetings, including PA, district and city event notices.
- www.ps9.org
- Sunday Night eBlast- all parents who provide an email address in the family directory will automatically receive a weekly email (unless you choose to unsubscribe).

SOCIAL MATTERS

Birthday and Holiday Parties

Classroom birthday celebrations are limited to one treat (cupcake, fruit, pretzels) per child. Party favors are not permitted and will be sent home. Some classes celebrate all the birthdays each month with single monthly celebrations for children only. Each teacher will inform you of the protocol early in the year. The school cannot accommodate lavish parties for students during school time due to individual student dietary concerns as well as pest control issues. If your child has allergies or any dietary restrictions, please inform the classroom teacher so that they can inform you in advance of upcoming celebrations.

Holiday Parties --- Because PS 9 has such a diverse student body, religious and other holiday parties are not celebrated in school and we feel these joyous occasions are best celebrated with family and close friends.

Valentine's Day—If you and your child make the decision to send in Valentines for the class, we ask that there be one for each child. There is no candy allowed – please do not send valentines with a piece of candy attached.

Halloween – This day is not celebrated during school hours. Please do not allow your child to bring in masks or wear costumes, decorated head pieces, etc. to school.

After School Activities and Playdates

Only those children scheduled for a particular bus are allowed to ride that bus. Visitors, playdates, etc. are not permitted on the bus because of insurance regulations. If you have arranged for your child to go on a playdate with another child directly after school, you must **send** a note to the classroom teacher stating the name of the person who will be picking up your child for a playdate that day and a contact number where you can be reached.

Gifts

The exchange of gifts between students is not permitted during school hours or on school grounds. Holiday gift giving to teachers should be handled as per the DOE Chancellor's Regulations online at www.schools.nyc.gov. Please consult them for any and all NYC public school related information.