



September 26, 2011

Dear YCS Families,

As we enter our third week of school, and we settle into our new school building, we take time to reflect on the systems that are working and on the systems that can be revised. Our students are happy and smiling, engaged in meaningful learning experiences and enjoying our beautiful new facility. With any new facility comes positives and challenges and it is our priority at YCS to assess these situations and provide and maintain a safe and productive school environment. After much review, we have decided to modify our Kindergarten Dismissal Procedures. We believe that these procedures will support a safe dismissal for all students and families.

**New dismissal procedures for Kindergarten will begin WEDNESDAY, SEPTEMBER 28<sup>th</sup>, 2011**

**Dismissal procedures for First and Second Grade will remain the same, (except for inclement weather days, where both grades will dismiss from the Café).**

Please be sure to review these procedures with all caregivers that are certified to pick up your child. All updated information regarding After School or caregivers, must be submitted in writing, to your child's classroom teacher.

The Home-School connection continues to be a priority at YCS. If you need to speak with your child's teacher it is best to provide them with a note, which they will respond to in a timely manner via phone call or letter.

We thank you for your continued support.

Best,

Samantha Kaplan  
Principal

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A Neighborhood School



\*Updated 9/26/2011

## **YCS Dismissal Procedures 2011-2012**

**Kindergarten:** The West Lobby will open at 2:50 and close at 3:00pm.

Caregivers will enter and go up to classrooms through the stairways in the West Lobby

- Students will be dismissed from K classrooms.
- Caregivers should not enter the room. Children must shake the teachers hand and will leave one at a time.
- Conversations should be limited to a "Hello/Good Bye"

**First and Second Grade:** The East Lobby doors will open at 2:55pm

- Students will be dismissed from the East Yard.
- Children must say "Good Bye" to their teacher before being dismissed.
- Conversations should be limited to a "Hello/Good Bye"

### **All STUDENTS**

- Any changes to a child's regular after school schedule must be submitted **in writing** to your child's teacher, (i.e. play-dates, no after-school program, an adult picking up your child who is not on your Blue Card). **Verbal permission, over the phone or in person, will not be accepted.**

### **Inclement Weather Dismissal- (rain, snow, etc.)**

**Kindergarten** – Same as above

**First and Second Grade** – Enter though the East Lobby. Dismissal is from designated tables in the Cafe

### **Late Pick-up - Arriving After Dismissal**

**Kindergarteners** who have not been picked up from their classroom by 3:00pm are escorted to the "Late" Table in the Café.

**First and Second Graders** who are not picked up on-time will be escorted to the "Late" Table in the Café.

Caregivers must sign children out upon pick-up. It is helpful that your child knows all important contact numbers or has them written down, (perhaps in a special pocket in their back-pack).

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