

PS3 Parent Handbook 2017-18

What's Inside

04	A Message from Our Principals
05	Hello from the PTA Co-Presidents
06	Getting Ready for PS3
08	School Schedules
10	Drop-off and Pick-up Procedures
13	Lunch, Snack, and Recess
15	Safety & Health
18	In the Classroom
20	Getting Involved at PS3
24	Fundraising at PS3
25	PS 3 'til 6 Afterschool Program
27	PS3 School Calendar
30	Essential Information

A Message from Our Principals

Dear Families,

Welcome to PS3, a community where your constructive involvement really does make a difference. Whether it is volunteering in a classroom or chairing an event, your efforts have a direct impact on daily life in our school. We hope that you too will love being part of the PS3 community.

Through careful observation and thoughtful conversation, PS3 staff, families and students work together to navigate today's complex and shifting educational landscape. We invite you to find your own unique ways to contribute to this process.

Our children are always watching us; so much of their learning takes place in subtle ways. They learn from our attitudes and our actions, as well as from our words. This is why, as adult members of the community, we all do our best to treat each other with kindness and consideration. We work to balance our own needs and wishes with those of the people around us. In this way, we become a community that values both individual success and collective well-being. We understand that by upholding these values as adults, we are creating an environment that will encourage our children to do the same.

Certainly, this is an ambitious undertaking, but a worthwhile one. Along the way, while we work hard, we have tremendous fun. We hope that you are enjoying your summer, and look forward to seeing you in September.

Lisa Siegman
Principal

Regina Chiou
Assistant Principal

Hello from the PTA Co-Presidents

Dear PS3 Families,

School is just around the corner, and we have arranged a number of events to help you get oriented and meet other parents and families:

- *New Parent Orientation*: Thursday, Sept. 7 at 8:30 a.m. (Gymeteria)
- *Back to School / Curriculum Night*: Tuesday, Sept. 13 beginning at 5:00 p.m.
- *PTA Meeting*: Tuesday, Sept. 19 at 6:15 p.m. (Auditorium)
Note: Free childcare and pizza for kids is always available at evening PTA meetings
- *New Parent Social*: Thursday, Sept. 28 in the evening (location TBA)

PS3 is a vibrant school that provides our children with a high-quality education across the entire spectrum of their experience, intellectually, socially, and emotionally. This special environment is created by the expertise and dedication of the school teachers and staff. But it is also made possible by the parents. Your time in the classroom, volunteer efforts, and the many other things you do make the school an enriching environment that models for our children the values of giving and community.

Unfortunately, the Department of Education no longer fully supports many of the programs that are essential to our children's education and that make PS3 such an extraordinary place. Every year, the PTA comes together to raise money in support of these programs: teacher's aides, art, ceramics and music classes, wellness education and healthier lunches, playground supervision, a Whitney Museum partnership, classroom grants for artists or visiting scholars, and money for basic materials that aren't funded by the DOE. Last year, the PTA spent \$725 per student on these programs, and your direct donations are what make it possible for them to continue every year.

If you are able, please consider making an annual gift to the 3Fund of \$725 per child.
<http://www.ps3nyc.org/embrace>

One often hears it said, but it really is true: all donations are critical, and all are deeply appreciated, no matter what the amount. Your gift will make a tremendous difference in the life of your child and for all of our children. You can find out more about fundraising at the school later in this handbook.

We look forward to meeting you and to a wonderful year together at PS3!

Nina Ritter
PTA Co-President

Mark Hsu
PTA Co-President

Getting Ready for PS3

Who's Who

As key administrators of the school, you will likely encounter the people below with some regularity.

Lisa Siegman – Principal

Regina Chiou – Assistant Principal

Raquel Keating – School Secretary and Registrar

Sheri von Seeburg – Assistant Secretary

Terence Pope – Recess Supervisor; also works for the Afterschool program

Dawn Bridges – Manages attendance and late passes; also helps in the lunchroom

Suevena Yearwood – Office Assistant; also helps in the lunchroom

Carrie Reynolds – Parent Coordinator

Where/What Is It?

Main Office – Located on the 2nd Floor, this is the place to settle all administrative details, including attendance, paying for hot lunch, getting late passes, dropping off checks, etc.

Gymeteria – During breakfast and lunch hours, the Gymeteria functions as the PS3 cafeteria. The rest of the day, the space is multi-use and is a frequent spot for meetings.

Auditorium – The auditorium is the large room behind the lobby with a stage. It is also a multi-use space, but is primarily used for Games (you'll remember this as "gym class"), indoor recess, music, movement and theater performances.

Play Yard – The outdoor playground is on the 2nd floor. Grades K-4 use it for outdoor recess. The afterschool program also uses this space.

Play Street – Weather permitting, Grove Street (between Hudson and Bedford) is closed to traffic and used as a play street for our 5th graders at midday recess.

Parent Room – Room 408, on the 4th floor, is where Carrie's office is and where most committee and ad-hoc parent meetings take place. This is a multi-use room so it is important to book any meetings in advance with Carrie.

Lost and Found – Located in the basement by the clay studio. Please try to keep it neat.

Adult Bathroom – The adult bathroom is located in the very back of the Gymeteria. Adults are never permitted in the children's bathrooms.

Before School Starts

Medical Forms: All new students must have an up-to-date physical and a completed, signed medical form on file at PS3. Please contact Raquel Keating in the main office with any questions at (212) 691-1183, ext. 0. If your child has any kind of allergies or special medical needs, it is very important that you provide the nurse with the necessary paperwork so that she can respond to any issues that might arise.

Classroom Assignments: Classroom and teacher assignments will arrive by email approximately one week before school starts. The email will have the subject line "Classroom Assignments." If you haven't received your email by September 5, please email Carrie, our Parent Coordinator, at CReynolds8@schools.nyc.gov

How Will I Know What is Going On at PS3?

You will get at least one email a week from PS3, and sometimes more! When you registered, you filled out a form that included your email address, and we have added you to our parent database. Carrie and the other members of the PTA's MOD Committee (that's short for Messaging, Outreach and Design) put together a **weekly newsletter** that includes upcoming events and other information for families. Many teachers also frequently send home emails, as may your class parent. Please read these emails and newsletters so that you don't miss out on important events and information. We work hard to avoid too much overlap, although sometimes that's unavoidable.

Not getting a newsletter after the start of school? Please email Carrie, our parent coordinator, at CReynolds8@schools.nyc.gov, so that she can check your contact information.

What if I Have a Question?

Our parent coordinator, Carrie Reynolds, is a liaison between school and home, and she will be happy to answer any questions, big or small, or direct you to the appropriate person. She can be reached at **CReynolds8@schools.nyc.gov** or **212-691-1183 x2**. For specific questions about school busing, lunch payments, and other administrative details, please check with Raquel in the main office.

School Schedules

School Hours

School hours are as follows (unless otherwise noted):

Pre-K – 5:	8:15 a.m. - 2:40 p.m.
Half Days:	8:15 a.m. – 11:30 p.m.

First Days of School

Pre-K: You will receive a phase-in schedule directly from your teacher sometime in August.

Kindergarten: HALF DAYS: Thursday and Friday, Sept. 7 and 8. **Pick-up is at 11:00 am** on these two days. Ks will not eat lunch at school on these days. Ks will start full school days on Monday, September 11.

Grades 1 – 5: The first day of school is Thursday, September 7. It is a full day (8:15 a.m. – 2:40 p.m.)

2017-2018 Calendar

A calendar is in the back of this handbook and can also be found on our web site: <http://www.ps3nyc.org>. Since some dates are subject to change, we recommend that you regularly check the web site, the weekly school newsletter, or the lobby bulletin board for updates. Events will be added to the calendar throughout the year.

Attendance

Even if your child is never absent, he or she is NOT in school more days than he or she is in school!

With just 180 school days out of 364 days in a year, your child will spend more time out of school than in school. Being present every day is vitally important, unless of course your child is ill. Numerous studies show that missing two days a month—10% of the school year—can have a dramatic and negative impact on a child, making it harder for a young student to learn to read, for example.

Please plan family vacations, doctor's appointments or any extra-curricular activities when school is NOT in session.

The start of the school year presents special challenges. Be prepared for some of the hurdles we will all face:

- Families may find it difficult to establish a new rhythm. Be sure to add a few extra minutes to your morning routine.
- Some children will have difficulty separating from their parents/caregivers. School staff will help you with this process.
- Teachers need time to build classroom communities and routines. Please help your child adjust to the new class by observing the teacher's rules.

Absences

Parents must notify Dawn Bridges in the office of any pre-planned absences as well as provide a written explanation when unplanned absences occur. She can be found in the main office or you can call her at **212-691-1183, ext. 0**.

Lateness

Lateness is disruptive to the entire community, but your child suffers most. A child who comes in late misses critical learning time, and the lateness can have an emotional impact as well. Children may experience a lingering feeling of being out of sorts, as he or she tries to catch up with everyone else and get into the rhythm of the day.

Because we allow adults to escort young children (pre-K – 1st grade) into school, there is significant congestion at drop-off. **Please plan accordingly**. If you are late, here is what you need to know:

- Late passes are issued in the lobby. Should you arrive after 8:25 a.m., you will not be able to bring your child to the classroom. A staff member will be on hand to bring younger children to class.
- If you arrive after the office staff has left the lobby, the child needs to get a late pass in the office. If she or he does not do this, she or he will be marked absent. School staff will bring younger children from the office to their classroom.

Drop-off and Pick-up Procedures

Drop-off/Pick-up Procedures by Grade

Pre-K

Drop-off: Pre-K students must be accompanied by a parent/guardian to the classroom.

Pick-up: All pre-K students are to be picked up at their classroom doors.

K/1

Drop-off: K/1 parents and children enter through the main doors on Hudson Street. Parents and students walk up to the classroom and should be outside the classroom doors no later than 8:20 a.m.

Pick-up: Dismissal is at your child's classroom at 2:40 p.m. Teachers will dismiss children one by one and confirm that they leave with the correct person. You or a registered caregiver **MUST** pick up your child unless she or he is attending the afterschool program.

2/3

Drop-off: Until September 14, 2/3 parents and children enter through the main doors on Hudson Street. Children should be accompanied to the Gymeteria and be at their class spots no later than 8:20 a.m. At 8:20, teachers will escort students (without parents) to the classroom. This encourages independence and reduces crowding. Please use the Grove Street doors to exit the building once your child's class has gone upstairs.

Beginning on September 14, all 2nd and 3rd grade students will be escorted by their parents to the "mosaic" doors on Hudson Street (near Grove Street). Here, they will say good-bye to their parents and enter through the doors. School staff will be present to welcome the children, who will then walk to breakfast or to their class spot in the Gymeteria and wait to be met by their classroom teacher.

Pick-up: Pick-up for 2/3s is at 2:40 p.m. in the Gymeteria. A parent or a registered caregiver **MUST** pick up your child.

4/5

Drop-off: On the first day of school, parents will enter through the main doors of the building and wait with their children in the auditorium to greet their teacher, who will then escort them up to the classroom. **After the first day of school,** 4/5 students are to be

dropped off at the “mosaic” doors on Hudson Street (near Grove Street). 4/5 students walk independently up to their classrooms.

Pick-up: Parents and caregivers of 4/5s who are not self-dismissed should use the main entrance at 2:40 p.m. and then wait in the auditorium for their children to come down from their classroom with their teacher.

PS3 Family IDs

All families will be provided with two PS3 Family IDs during the first week or two of school. These IDs are for use during **drop-off and pick-up times**. A PS3 Family ID must be shown to the school safety agent upon entry to the school during arrival and dismissal times. If you do not have your PS3 Family ID, you will be asked to show a driver's license or other form of identification and sign in with the school safety agent.

Children Taking Buses

Regardless of grade, a staff member escorts all students to the bus outside the school at 2:45. For busing and Metrocard information, please contact Raquel Keating at 212-691-1183, ext. 0.

Early Morning Drop-off

Early morning drop-off is available for all children K-5, **beginning at 7:55 a.m.** in the Gymeteria. Free breakfast is available. If you drop your child off early, s/he must remain at a table under staff supervision, even if s/he is not eating. Parents of children in PreK, K and 1st grade are welcome to remain with their child in the Gymeteria until 8:15 a.m., but you must supervise your child. There will be staff present to supervise older and unattended children.

Early Afternoon Pick-up

Early pick-up should be reserved for emergencies. In the event that you need to pick up your child early, you must do so **before 2:15 p.m.** Should you arrive after 2:15 p.m. to pick up your child, you will need to wait until the regular 2:40 dismissal time. No exceptions!

Having Other People Pick up Your Child

Any person other than a child's parent who wishes to pick up a child must be registered with the teacher. This includes caregivers and grandparents. At the beginning of the year, your teacher will ask for a list of people who are allowed to pick up your child. Please also include that person's relationship to your child and his/her contact information. If someone needs to pick up your child who is not on the approved list, you will need to supply this request to your teacher in writing.

PS 3 'til 6 Pick-Up

Participating students are picked up at their classrooms by a PS 3 'til 6 staff member. Parents and registered caregivers must **sign their children out with ID** by 6:00 p.m. You will be charged \$1/minute for every minute you are late picking up your child. Please remember: you **MUST** bring ID to pick up your child.

Lunch, Snack, and Recess

School Lunch

All meals are prepared on-site in our kitchen and are served in our Gymeteria on the first floor. Menus are sent home each month. If your child will be having school lunch, please fill out the form on the back of the menu and return it to Raquel in the main office. Your child might eat school lunch daily, intermittently (as needed), or once a week for the ever-popular Pizza Friday. Please be aware that sometimes unanticipated changes are made to the monthly lunch menu; these substitutions are beyond our control. Lunch menus can be viewed online at www.schoolfoodnyc.org, under Alternative Lunch Menu.

Lunch payments can be made online at myschoolbucks.com or by check or money order (made out to PS3). Checks may be dropped off in the office or with your teacher. You may opt to pay monthly, every three months, or all at once for the entire school year. All payments must be made promptly after billing, as we are expected to pay the Office of Food and Nutrition on an ongoing basis. Please note: school lunch is available for all students regardless of economic need.

Bringing Lunch

Packing the perfect lunch can be a challenge. Here are a few things to remember:

- Buy a lunch-box that is large enough to hold a water bottle because disposal cups are not provided
- Do NOT pack glass containers
- Use packaging and containers that kids can open without the help of an adult
- Think simple and easy-to-eat: kids don't have much time for lunch, and they spend most of the lunch period talking to one another
- Please be aware that many kids have nut and other food allergies
- LABEL your child's lunch-box and water bottle
- Don't hesitate to ask other parents for suggestions!

Helping in the Lunchroom

Younger kids really need YOUR help during lunch to open containers and clean up spills. Most importantly, they need to be reminded to continue eating: each class has only 25 minutes. If possible, please find some time to volunteer over lunch. Our PS3 aides, Dawn and Suevena, will provide you with direction. There will also be a **training session** on helping in the lunchroom on **Friday, September 8**, after drop-off.

Reusable Water Bottles

Reusable water bottles help to cut down on waste. Helping your child remember his/her water bottle means hydrated kids, less landfill, and goodness all around. Remember to **label** your child's water bottle!

Snack

All children will have snack time during the day. Your teacher or class parent will communicate with you about the classroom snack policy.

Recess

Kids have active recess every day. Our school aide, Terence, supervises recess. The PTA also pays for two additional coaches to support Terence as well as to engage the children in structured physical activity.

Students are expected to follow these rules in order to maintain a safe recess environment:

- Be Kind – I will not say mean or hurtful things
- Be Safe – I will not fight or play fight. I will keep myself and other kids safe
- Be Respectful – We will take care of each other

If children do not follow these rules, they may be asked to sit out.

Safety and Health

The safety of our children, teachers, staff, parents and everyone in the PS3 community is of the utmost importance. Safety covers a wide range of areas, from personal behavior to facilities to health. We need every member of our PS3 community to help make our school safe. Parents are asked to follow all policies and procedures in the school, particularly at drop-off and pick-up. Please also **take special note of the UP vs. DOWN stairwells**; each set of stairs is marked with the appropriate signage.

Entering/Exiting During Drop-Off and Pick-Up

When you enter school to drop-off or pick-up your child, you must show your **PS3 Family ID**. If you do not have your PS3 Family ID, you must show a **photo ID** and **sign in** with the school safety agent. The PS3 Family IDs will be distributed in the first week or two of school.

Entering/Exiting At Other Times

At times other than drop-off or pick-up, you **MUST** show a **photo ID** and **sign in** at the door, even if you think the school safety agent should recognize you. Even the PTA Co-Presidents show ID and sign in.

Always follow the directions on the signs throughout the building. **Pay special attention to the signs on the Grove Street doors when exiting the school.** These exits are **alarmed** during the regular school day. Please do not exit from these doors except during Drop-off and Pick-up.

Safety is Everyone's Responsibility

We all must be responsible for the safety of our children. If you see any objects, people or interactions that concern you, notify our School Safety Agents or a member of the PS3 staff immediately. Most of the doors in the building are Emergency Exits. Follow the door signage or you will trigger an alarm. If a door is propped open, the alarm will continue to ring until a safety agent turns it off. **In the case of an emergency**, call 911 immediately and then notify the School Safety Agent or the principal's office.

Keeping Sick Children Home

Any child with **a fever of 100°F or higher, or two or more flu-like symptoms**, cannot return to school until 24 hours after the temperature has returned to normal or the flu-like symptoms have subsided. **If your child has fever in the morning before school, please do not give him/her Tylenol and send them to school.** Remember to contact Dawn in the event of an absence: 212-691-1183, extension 0.

- Any child with **vomiting or diarrhea** should be kept home for 24 hours after the last episode.
- **Pink eye is contagious.** A child must have a doctor's note to return to school.

The School Nurse

Tricia Fauske, RN, is the school nurse. She works in **Room 304, 212-691-1183, ext. 5**. It is essential that parents have an up-to-date working phone number on file with the main office, and that an adult is available during school hours in case of an emergency.

Medication

No medications or treatments – either prescription or over-the-counter – are administered by the nurse without doctor's orders, as indicated on the official 504 Form. This form must be completed by a physician, signed by a parent and given to the nurse in Room 304.

504 Medication Forms for the 2017-2018 school year are available now online:
<http://schools.nyc.gov/offices/health/schoolhealthforms/default.htm>

Injuries

A doctor's note is required for any child who comes to school wearing a splint, cast or other appliance. A note is also required for any restrictions or limits on physical activities like Games ("Gym" or P.E.), Movement (Dance), swimming classes or recess.

Allergies

Please notify the school nurse and your child's teacher if your child has any allergies. A 504 Form is needed for the staff to manage allergies and also to administer epi-pens. There are epi-pen training classes available for both parents and teachers. If your child

has an epi-pen, we urge you to include a photo of your child with the 504 Form to assist with proper identification.

Nuts

New York City public schools are not nut-free. While individual class policies at PS3 vary, nuts are allowed in the Gymeteria. However, sections of some tables are designated as nut-free.

Asthma

Please notify the school nurse **and** your child's teacher if your child has asthma. A 504 Form is needed for the staff to administer asthma medication. Children with asthma in grades 3, 4 and 5 are offered an asthma class.

Lice

Head lice do not pose a health hazard, transmit disease, or indicate poor hygiene, but they are a nuisance. Our goal at PS3 is to **prevent lice from spreading**. Keeping lice out of school requires a joint effort between school and home. Children found with lice (live bugs) will be sent home and can return to school when they are lice free. However, if a child is found to have nits (eggs) only, the parents will be notified by phone. According to DOE regulation, s/he may remain in school and should be treated at home. For more resources on lice prevention and treatment go to: <http://ps3nyc.org/news/lice-info/>

Rest Rooms

The school bathrooms need to be safe and clean so that all students are comfortable using them. **Please take some time to go over these rules with your child**, as well as help him/her understand the bathrooms are used by many, many kids:

- Kindergarten and 1st grade students go to the bathroom in **pairs**
- **Always flush** after using the toilet
- **Toilet paper belongs in the toilet** — paper towels belong in the trash
- **Always wash hands** with soap and water after using the bathroom
- **Report** any concerns to your classroom teacher or the school custodian
- The bathroom is **not** a place to express your **creative** freedom

Adults should ONLY use the adult bathroom in the back of the Gymeteria. All other bathrooms are KIDS ONLY!

In the Classroom

Supply Lists

Use your judgment in making purchases over the summer; you will be asked to purchase supplies once the year starts and you might end up purchasing something the teacher does not want or need. Also be aware that the majority of supplies you provide get pooled and used by the entire classroom and are not specific to your child. A Pre-K supply list is available on the PS3 website (www.ps3nyc.org).

Back to School / Curriculum Night

“**Back to School Night**” or “**Curriculum Night**” will take place **Wednesday, September 13** in the early evening, and is one of the best ways to get to know your teacher. You will learn about his/her classroom routines and the general plan for the year ahead. It is also a good opportunity to meet the other adults with whom you will be sharing the school experience.

Parent-Teacher Conferences

Parent-Teacher Conferences take place two times a year. You will be asked to meet with your teacher either in the afternoon or evening; a sign-up sheet will be sent around, posted outside your child's classroom, or distributed through email. Should you have any concerns prior to one of the conferences, please contact your teacher who will work with you to set up a time to meet. This year's conferences will take place on **November 14 (evening) and November 16 (afternoon)**, and **March 14 (evening) and March 15 (afternoon)**.

Classroom Stipends

In addition to the basic supplies that parents provide in the course of the school year, each classroom is provided with **two PTA-funded stipends**:

- **Class Funds (\$1,000)** – Teachers use these funds at their own discretion. Some use them to buy additional books or materials for the classroom, for art and curriculum projects, for special furniture (i.e. small couches), to offset field trip costs on more expensive trips, for special unit study materials, or for celebrations.

- **SAIR (\$1000)** – Our **Scientists and Artists in Residence (SAIR)** program enables teachers to bring a professional artist or scientist into the classroom to lead a specific project that supports the academic curriculum.

Class Parents

The primary goal of class parents is to make every family at PS3 feel connected to our community. Class parents also serve as communication liaisons between classroom families, the classroom teacher(s), and the PTA. Class parents are called upon to make things happen in the classroom, whether it's acting as a resource for other parents, raising money, rallying volunteers, or assisting on a field trip.

Communicating with the Teacher

Your child's teacher will let you know his or her preferred mode of communication. Many teachers will share an email address with the class. However, it is PS3 policy that email only be used for informational purposes or for setting up appointments. Specific conversations about a student's performance in class, for example, must take place in person or over the phone. **On Tuesday afternoons**, teachers have time set aside for parent meetings; many also are able to meet before school or at other times of day. Some issues may be best addressed first with Carrie, our parent coordinator, so please don't hesitate to reach out to her.

Getting Involved at PS3

PS3 is a wonderful school with a strong academic reputation and a renowned arts-based curriculum. It is also a passionate and caring community. Through the collaboration of parents, teachers and administrators, PS3 children are encouraged to develop independent thinking, as well as to foster compassion and respect for the world around them. At its core, PS3 values Independence, Innovation and Community!

This approach has a long tradition at PS3, but it can only continue with your help. Each year, thousands of volunteer hours supplement the incredibly hard-working school teachers and staff. Whether it's reading in the classroom, joining (even chairing) a committee, watering the plants over school break, hanging posters in the hallways, or putting away chairs in the auditorium, every contribution helps PS3 to thrive.

Every time you lend a hand, a voice or an idea, PS3 gets better and better. Each family brings something special to our school. In turn, we have created a section on the website to keep you informed about the community's needs:
www.ps3nyc.org/volunteering

Coffee Catch

On the first Monday of each month, from 8:20 AM - 9:00 a.m., free coffee is served in the Gymeteria. The "coffee catch" is a great place to meet new parents, catch up with the parents you already know, and just generally tune in to what is happening at PS3. So plan on sticking around after drop-off on the first Monday of the month for free caffeine and compelling conversation!

The Parent Room

Room 408 is also known as The Parent Room and is where most official committee meetings take place. Parents also convene here and chat over a cup of coffee. Wireless access is available, so it's a great place to check email if you need a place to go in between commitments. **Carrie Reynolds, our parent coordinator, also has her office in Room 408. She loves visitors!**

PTA: Parent-Teacher Association

Each parent or legal guardian of a student at PS3 is automatically a member of the PTA, and every parent is allowed one vote at meetings.

Every public school is obliged by the DOE to have a Parent Association (PA) that consists of a minimum of three members: a president, a treasurer and a secretary. Because we value the input of the entire PS3 community, parents at PS3 have chosen to extend membership to include teachers and staff. This addition makes our parent association (PA) a *parent-teacher association (PTA)*.

With dwindling budgets from the DOE, parent participation can transform a good school into a great one. At PS3, the PTA is very active in supporting and enriching the academic and social life of all students. The PTA is the most important organization through which parents can voice their concerns and values, receive and exchange information, contribute new ideas, raise money, and work together to support the social and academic good of the school.

The first PTA meeting of the year highlights school events, activities and committees. It is an excellent opportunity to learn about all the amazing things happening at PS3 and how to get involved. We also reserve a slot on our Executive Board for a New Parent Member-at-Large. If you think you would like to serve on the Executive Board, don't hesitate to introduce yourself to a current EB member. Every year the governing body of the PTA changes, and we are eager to welcome new parents.

Contact the PTA Executive Board

PTA Co-Presidents

Nina Ritter and Mark Hsu

ptapresident@ps3nyc.org

PTA VP

Rebecca Shine and Lee Berresford

ptavp@ps3nyc.org

PTA Co-Treasurers

Dana Agmon and Florian Dorobantu

ptatreasurer@ps3nyc.org

PTA Co-Secretaries

Kate McRae and Natasha Gural-Miello

PTA Members-At-Large

Nicole Barth, Ilaria Cutolo, Sonia Hebel,
Dawn Crandell and Dagmar Fisher

mal@ps3nyc.org

(Plus one additional spot reserved for a new, incoming parent)

Committees

Most of the larger projects at PS3 are spearheaded by parents working within a committee, and these committees always need new members. Below is a list of PS3 PTA committees; you can find more details about meeting times and contact information on the PS3 website. You can also stop any parent who is standing around and ask them your questions: many parents at the school have been involved in PTA committees at one time or another and are happy to help.

Arts - The Arts committee works with the faculty and the administration to develop and support art, music, and dance programs in the school, especially those that are PTA-sponsored. The committee also administers the SAIR program and spearheads arts activities at all of PS3's major events.

Budget - The budget committee meets in the spring to create the budget for the following year. The Finance sub-committee performs long-term, strategic planning.

Class Parents - Class parents play a vital role in communication at PS3. They support the teachers and also serve as a liaison between the classroom and the community at large.

Food, Grow, Play – An umbrella committee comprised of the Lunch & Recess, Gardening, and Wellness committees:

Gardening - The garden committee offers guidance and support to teachers as the children in their classes learn to sow, care for and harvest crops in our Woolly Pockets School Garden.

Lunch & Recess – The lunch and recess committee recruits volunteers to assist our kids in the lunchroom. Most K/1 kids can't open milk cartons on their own, and 2/3 students always need to be reminded to eat. This committee is also responsible for certain aspects of the play yard.

Wellness - The wellness committee administers our healthy lunch program, Wellness in the Schools (WITS), and helps educate kids on healthy food choices.

Fundraising - The fundraising committee promotes and coordinates the annual fundraising events, especially the 3Fund and the Benefit Bash.

The MOD Squad – The MOD Squad (Messaging, Outreach and Design) creates, designs and manages school-wide communications via e-mail, the PS3 website, Facebook, posters, backpack mail, etc.

Yearbook - The yearbook committee designs, edits and publishes our yearbook, which features the graduating class but also highlights all PS3 students and most events.

SLT (School Leadership Team)

The School Leadership Team (SLT) is comprised of an equal number of teachers and parents, the school principal, and one of the PTA co-presidents. The SLT advises and assists in the development of the educational programs and in the preparation and evaluation of various school plan. Elections for parent members of the SLT are held annually at the June PTA meeting.

Members of PS3's SLT include:

2017-18 Teacher/Staff Members to be determined

2017-18 Parent Members:

Clare Aronow
Anne Borges
Mark Hsu (PTA Co-President)
Nicole Saami
Annie Scurfield
Cheryl Wu

Fundraising at PS3

Most people realize that **New York City public schools are not funded sufficiently** to support the arts-rich and engaging educational environment that our children need to become the best versions of themselves. Things that many of us took for granted in our own public education are no longer funded by the city. Nevertheless, expectations for public education climb ever-higher, income gaps in the population at large become wider and wider, and competition for entry into middle schools and high schools grows more intense.

Like many public schools, **PS3 relies on parents to help fund essential programs and to ensure that a high-quality public education remains available to all students at the school, regardless of circumstances.** Our funds are distributed as equitably as possible, with the aim of preserving and nurturing the collective well-being of the school, under the advisement of the entire body of parents who make up the PTA. In order to ensure that this collective support continues, we ask parents to make donations to a general fund rather than underwriting individual classrooms, programs or projects. Here is how the process works.

The 3Fund

In the fall, every PS3 family will be asked to make a simple, tax-deductible donation to our annual fund. Our goal is 100% participation, and our hope is for every single family to make a donation at some level. As you consider your donation, please bear in mind that the PTA spent an average of **\$725 per child** on supplementary instructional staff and enrichment programs last year. Each year we must raise this money again from scratch. So **please consider what you can afford to give**, in order to make sure that every child, no matter what his or her circumstances, will benefit from the rich, creative instruction that distinguishes PS3. No gift is too small: every single donation, of any amount, accumulates to have an immediate impact on the quality of the school, and we welcome it with genuine appreciation for the generosity of all parents.

You may learn more about the 3Fund by visiting www.ps3nyc.org and clicking on the “**Donate**” tab. If you want to speak with someone about your gift, or if you have questions, please email 3fund@ps3nyc.org.

Parent-Initiated Fundraisers

Another way to help the school fund is to invent an idea for a fundraiser. The PTA will help you! Past parent-driven initiatives have included West Village Eats, happy hours, a designer-oriented pop-up shop, and even a live theater benefit with A-list celebrities. These events not only raise money, they are great social events, too.

PS 3 'til 6 Afterschool Program

Do you need childcare for your PS3 student in the after school hours? PS 3 'til 6 provides high-quality, nurturing afterschool care with a variety of recreational activities for children in all grades, Pre-K through 5.

Are you looking for enriching activities to enhance your child's education? Our program offers an array of specialty classes for your child to explore, while meeting new peers and interacting with caring adults. Popular options have included soccer, archery, swimming, fencing, woodworks, pottery, animation, jazz, hip-hop, ballet, tap dance, Broadway theater, chess, cooking and robotics. Classes vary from term to term and are based on demand and availability. At the end of each semester, students have the opportunity to present their work at a special Afterschool Showcase.

Days and Hours of Operation

The school year is divided into **Fall and Spring Semesters**. The program starts the first full week of school and ends the last Friday of June. Operations run from 2:40 p.m. to 6 p.m. every day that school is in session. We also offer extended hours on half-days, evening childcare during special school events, tennis classes on Saturdays, and Day Camp on select holidays and school breaks.

Enrollment Options

Semester Program

PreK, K and 1 Students: Two-day minimum required [must select two or more weekdays].

2-5 Students: No minimum required [can select one weekday only].

Drop-In Service: Available to all PS3 students in grades K–5 (October – June). Occasional day(s) can be used on an as-needed, per-day basis.

How Do I Sign Up?

Registration details, including calendar, fees and online registration link will be published on our website in the first week of August: www.ps3nyc.org/afterschool. Families are encouraged to consult the policies before signing up their children. If you have any questions, please email ps3til6@gmail.com.

Transition & Dismissal

PreK, K and 1st graders enrolled in our program are picked up by our staff from the classroom and escorted to their afterschool home base. Students in grades 2-5 are dismissed directly to a PS 3 'til 6 staff member in the Gymeteria. Parents and registered caregivers must **sign their children out with ID** by 6:00 p.m. Late pick-ups incur a fee of \$1 per minute after 6:00 p.m.

More about PS 3 'til 6

In 2001, PS 3 'til 6 was designated a not-for-profit corporation 501(c)(3). The program is overseen by volunteers drawn from the PS3 community who serve on the Board of Directors. This helps us keep tuition costs as low as possible.

PS3 Calendar, 2017-18 School Year

SEPTEMBER			
Thurs	07	1st Day of School (K ½ Day)	11 a.m. pick-up (K), 2:40 p.m. pick-up (1-5)
Thurs	07	New Parent Orientation (K and up)	8:30 a.m., Gymeteria
Fri	08	K ½ Day	11 a.m. pick-up (K)
Fri	08	Info Meeting for Lunchroom Volunteers	8:30 a.m., Gymeteria
Mon	11	1st full day for K students	2:40 p.m.
Wed	13	Curriculum Night	By classroom, 5:00 p.m.
Fri	15	SLT Meeting	7:30 a.m., Room 408
Tues	19	PTA Meeting (morning)	8:30 a.m., Gymeteria
Thurs	21	Rosh Hashanah	NO SCHOOL
Fri	22	Rosh Hashanah	NO SCHOOL
Thurs	28	New Parent Social	Evening, location TBA
Thurs-Fri	28-29	Lice checks	
OCTOBER			
Mon	02	Coffee Catch	8:20 a.m., Gymeteria
Mon	09	Columbus Day	NO SCHOOL
Wed	11	Picture Day, 5 th Grade	8:45 a.m., Auditorium
Fri	13	SLT Meeting	7:30 a.m., Room 408
Tues	17	PTA Meeting (evening)	6:15 p.m., Gymeteria, childcare available
Wed	19	Picture Day, Pre-K – 4 th Grade	8:45 a.m., Auditorium
Mon	31	Halloween Parade	8:40 a.m., school perimeter
NOVEMBER			
Sun	05	Marathon with PS3 Team	Join the PS3 Cheer Zone
Mon	06	Coffee Catch	8:20 a.m., Gymeteria
Tues	07	Election Day	NO SCHOOL
Fri	10	SLT Meeting	7:30 a.m., Room 408
Tues	14	Parent-Teacher Conferences	By classroom, 5-7:30 p.m.
Thurs	16	Parent-Teacher Conferences	½ Day: 11:30 a.m. dismissal
Tues	21	PTA Meeting (morning)	8:30 a.m., Gymeteria
Thurs-Fri	23-24	Thanksgiving Holiday	NO SCHOOL
DECEMBER			
Fri	01	Coffee w/Lisa: PreK, K, 1	8:30 a.m., Gymeteria
Mon	04	Coffee Catch	8:20 a.m., Gymeteria
Wed	06	Picture Day Makeup	8:45 a.m., Auditorium
Fri	08	SLT Meeting	7:30 a.m., Room 408

Tues	12	PTA Meeting (evening)	6:15 p.m., Auditorium, childcare available
Mon	25	Winter Recess Begins (thru Jan 1)	NO SCHOOL
JANUARY 2018			
Tues	02	1 st day back from Winter Recess	8:15am
Mon	08	Coffee Catch	8:20 a.m., Gymeteria
Tues	09	PTA Meeting (morning)	8:30 a.m.,
Fri	12	SLT Meeting	7:30 a.m., Room 408
Mon	15	Martin Luther King Jr. Day	NO SCHOOL
Thur	18	Talent Night I	5:30 p.m.
Fri	19	Coffee w/Lisa: 2/3	8:30 a.m., Gymeteria
Thur	25	Talent Night II	5:30 p.m.
FEBRUARY			
Fri	02	Coffee w/Lisa: 4/5	8:30 a.m., Gymeteria
Mon	05	Coffee Catch	8:20 a.m., Gymeteria
Fri	09	SLT Meeting	7:30 a.m., Room 408
Tues	13	PTA Meeting (evening)	6:15 p.m., Auditorium, childcare available
Tues - Thur	13 - 15	Frost Valley	5 th Grade, 4/5 class
Fri	16	Lunar New Year	NO SCHOOL
Mon-Fri	19-23	Midwinter Recess	NO SCHOOL
Mon	26	School Resumes	8:15 a.m.
date TBD		Online Auction	
MARCH			
Thurs-Fri	01-02	Lice checks	
Mon	05	Coffee Catch	8:20 a.m., Gymeteria
Fri	09	SLT Meeting	7:30 a.m., Room 408
Tues	13	Parent/Teacher Conferences	By classroom, 5-7:30 p.m.
Thurs	15	Parent/Teacher Conferences	½ Day: 11:30 a.m. dismissal
Tues	20	PTA Meeting (morning)	8:30 a.m., Gymeteria
Fri	30	Spring Recess begins (thru 4/6)	NO SCHOOL
date TBD		Art Park	
date TBD		Benefit Bash	
APRIL			
Mon - Fri	02-06	Spring Recess continues	NO SCHOOL
Mon	09	School Resumes	8:15 a.m.
Mon	09	Coffee Catch	8:20 a.m., Gymeteria
Wed - Thur	11 - 12	NYS ELA Tests	Grades 3, 4, 5
Fri	13	SLT Meeting	7:30 a.m., Room 408
Tue	17	PTA Meeting (evening)	6:30 p.m., Auditorium, childcare available
date TBD		West Village Eats	

MAY			
Tues-Wed	01 – 02	NYS Math Tests	Grades 3, 4, 5
Sat	05	Spring Fling	11:00 a.m. – 4:00 p.m.
Mon	07	Coffee Catch	8:20 a.m., Gymeteria
Fri	11	SLT Meeting	7:30 a.m., Room 408
Mon-Wed	14-16	Frost Valley	4 th Grade
Tues	15	PTA Meeting (evening)	6:15 p.m., Auditorium, childcare available
Wed – Fri	23 – June 1	NYS Hands-on Science Test	4 th Grade
Thurs	24	Dance-a-thon	Auditorium
Mon	28	Memorial Day	NO SCHOOL
JUNE			
Fri	01	Field Day	All Day
Mon	04	Coffee Catch	8:20 a.m., Gymeteria
Mon	04	NYS Written Science Test	4 th Grade
Thurs	07	Staff Development Day	NO SCHOOL
Fri	08	SLT Meeting	7:30 a.m., Room 408
Mon	11	Clerical Day	NO SCHOOL
Tues	12	PTA Meeting (morning)	8:30 a.m., Gymeteria
Fri	15	Eid-al-Fitr	NO SCHOOL
Wed	20	Graduation	5 th Graders, 9 a.m.
Tues	26	Last Day of School	½ Day: 11:30 a.m. dismissal
Tues	26	Staff Appreciation Lunch	1 p.m., Auditorium

Essential Information

School address:

PS3 Charrette School
490 Hudson Street
New York, NY 10014

School phone (main office):

212-691-1183

School FAX:

212-675-5306

School website:

www.ps3nyc.org

Principal: Lisa Siegman

Assistant Principal: Regina Chiou

School hours:

8:15 a.m. – 2:40 p.m.

Building opens at 7:55 a.m.

Late passes are issued beginning at 8:25 a.m.

School Nurse:

Tricia Fauske, RN

212-691-1183, ext. 5

Parent Coordinator:

Carrie Reynolds

212-691-1183, ext. 2

Email: CReynolds8@schools.nyc.gov

PTA Co-Presidents:

Nina Ritter and Mark Hsu

Email: ptapresident@ps3nyc.org