

Welcome Packet & Parent Handbook 2015-16



PS3 CHARRETTE SCHOOL
District 2/M003

What's Inside

- 03 A Message from our Principals
- 04 Hello from the PTA Co-Presidents
- 05 Getting Ready for PS3
 - Who's Who
 - What/Where Is It?
 - Before School Starts
- 06 School Schedules
 - School Hours
 - Absences
 - Pick-up/Drop-off Procedures
- 08 Lunch, Recess and Snack
- 09 Safety & Health
- 11 In the Classroom
- 12 Getting Involved
- 15 Fundraising
- 16 PS3'Til 6 Afterschool Program
- 17 PS3 School Calendar
- 19 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 over time, 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,

We hope you are having a wonderful summer, and since school is just around the corner, we wanted to take a moment to share some important information. First, we have arranged a number of events to help get you oriented and to meet other parents and families:

- *New Parent Orientation* – Wednesday, Sept. 9th at 8:45 am - for K and up
- *Back to School Night* – Thursday, Sept. 17th - discounted childcare available.
- *The First PTA Meeting* – Tuesday, Sept. 29th - free childcare and pizza for the kids.
- *New Parent Social* – Tuesday, Oct. 6th at Cowgirl - free childcare available.

As you know, PS3 is an incredibly vibrant school that provides our children with a top-notch education. This special environment is created largely by the expertise and dedication of the staff, but it is also underscored by our parents! Your time in the classroom, organizing events, chaperoning field trips, and the many other things you do make the school an enriching environment that models for our children the important values of giving and community.

Unfortunately, we live in a world where the educational opportunities we took for granted in our youth are no longer fully covered by your tax dollars. As such, your donations are what **provide teachers' aides; a supplementary science teacher for the upper grades; the SAIR program (Science/Artist in Residence); classroom stipends and professional development; playground supervision; healthier lunches; wellness education; the clay, Whitney and music programs; and many, many other things, all of which cost more than \$800 per student.**

We would like to ask you to make a gift of \$800 per child to the PS3 PTA.

Your gift will make a tremendous difference in the life of your child and all of our children. Any amount you can donate is appreciated and will be gratefully received.

As always, we encourage you to stay/get involved by volunteering and attending PTA meetings. We need all of your help to ensure that the PTA is spending money in the best possible way and having the largest possible impact on your child's education. Please feel free to reach out to us at any time by emailing us at ptapresident@ps3nyc.org. We are looking forward to a wonderful year together.

Robert Osborne
PTA Co-President

Jocelyn Anker
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 (when in doubt, ask Raquel!)

Sheri von Seeburg – Assistant Secretary (also a mom of 3 PS3 alum)

Terence Pope – Recess Supervisor and works for the Afterschool program

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

Suevena Yearwood – Office Assistant and helps in the lunchroom

Terry Spring-Robinson – Parent Coordinator

Where/What is it?

Main Office – Located on the 2nd floor, this is the place to settle all administrative duties, including paying for hot lunch, getting late passes, and even dropping off auction donations.

Gymeteria – During breakfast and lunch hours, the Gymeteria functions as the PS3 cafeteria that also houses the newly renovated cook-in kitchen. The rest of the day, the space is multi-use.

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, 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 most committee and ad-hoc parent meetings take place. However, this is a multi-use room so it's important to book any meetings in advance with Terry, the parent coordinator. You can also find the majority of **Lost and Found** items here.

Adult Bathroom – The adult bathroom is located in the very back of the Gymeteria.

School Schedules

Before School Starts

Medical Forms: Your child cannot start school if you have not submitted a medical examination report from your doctor. Please contact Raquel Keating with any questions at (212) 691-1183, ext. 0. If your child has 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 10 days before school starts. The email will be from “PS3 – The Charrette School” and will have the subject line “Class Assignments.” If you haven’t received your email by September 2nd, please email: ca@ps3nyc.org.

School Hours

School hours are as follows (unless otherwise noted):

Pre-K – 5: 8:15 am - 2:40 pm
Half Days: 8:15 am – 11:30 am

First Days of School

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

Kindergarten:

HALF DAYS: Wed. and Thur., Sept. 9th and 10th. Pick-up is at 11:00 am. Ks will not eat lunch at school.
FIRST FULL DAY: Friday, September 8th

Grades 1 - 5: Wednesday, September 9th

2015-2016 Calendar

A comprehensive calendar is in the back of this handbook and can also be found on our web site: <http://www.ps3nyc.org>. Since all dates are subject to change, we recommend that you regularly check the web site or the lobby bulletin board for updates. You can also inquire in the office about the most up-to-date information.

Attendance

This year's school calendar is uniquely challenging. For example, our first full, five day week of school does not occur until October. As such, be prepared for some of the hurdles we will all face:

- Families may find it arduous to establish a rhythm.
- Some children will have more difficulty separating from their parents/caregivers.
- Teachers will need more time to build classroom communities and routines.
- There will be fewer opportunities for consistent practice, and practice is key to learning.
- Since the academic demands remain the same, there will be less time for the enrichment work that we value so highly

It is therefore especially important this academic year that your children are in school when it is in session unless they are ill!

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

Surprising Facts

- The N.Y.C. school year is 182 days long. **Even if your child is never absent, s/he is out of school more days than s/he is in school!**
- The school day lasts 380 minutes. If you subtract 50 minutes for lunch/recess, that leaves 330 minutes for all academic and arts teaching and learning. If your child sleeps 10 hours out of 24, that means less than 40% of her/his waking time on school days is devoted to academic and arts learning in school.

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 **Telephone: 212-691-1183, ext. 0.**

Lateness

Lateness is disruptive to the entire community, but it is your child who suffers most. Because we allow adults to escort their children into the school (pre-K – 3rd grade), there is significant congestion at drop-off. As such, we ask that you plan accordingly. If you are late, here is what you need to know:

- Late passes are issued in the lobby. Should you arrive after 8:30am, 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 s/he does not do this, s/he will be marked absent. School staff will bring younger children from the office to their classroom.

Drop-off and Pick-up Procedures

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 at that time. If you drop your child off early, s/he must remain at a table under staff supervision, even if s/he is not eating. You are welcome to remain with your child in the Gymeteria, but are expected to supervise her/him until it is time to go to class or to meet her/his teacher.

Early Pick-ups

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

Drop-off/Pick-up by Grade

Pre-K

Drop-off: Pre-K students must be accompanied by a parent/guardian to their 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, walk their child up to their classroom and should be outside their classroom doors no later than 8:20am.

Pick-up: Dismissal is also at your child's classroom door at 2:40 p.m. (Parents wait for their child to be dismissed by their teacher, who will confirm that s/he is leaving with the correct person.) You or a registered caregiver must pick up your child unless s/he is attending the afterschool program.

2/3

Drop-off: 2/3 parents and children enter through the main doors on Hudson Street. Children should be accompanied to the Gymeteria to meet their teacher and be at their designated spots no later than 8:20am. At 8:20, teachers will escort their students (without parents) to their classroom. This process encourages independence and cuts down on excessive crowding in the school. Please use the Grove Street doors to exit the building once your child's class has gone upstairs.

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 8:15 a.m. at the top of the stairs to the right of the three green main doors on Hudson Street (closer to Grove Street), which is also known as the “Mosaic” entrance. 4/5 students walk independently up to their classrooms.

Pick-up: Parents and caregivers of 4/5s 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.

Children Taking Buses

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

Having Other People Pick Up Your Child

Anyone other than a child’s parent wishing to pick up a child must be registered with the teacher. This includes caregivers and grandparents. At the beginning of the year, please provide your teacher with 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 info. 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.

PS3 ‘Til 6 Pick-Up

Participating students are picked up in their classrooms or otherwise dismissed directly to a PS3 ‘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.

Lunch, Recess & Snack

School Lunch

All meals are prepared on-site in our “cook-in” kitchen and are served in our Gymeteria on the first floor. Whenever possible, ingredients from the PS3 Woolly Pockets School Garden in the Play Yard or from the Urban Farm are integrated into the daily menu. Each month children will be sent home with a menu. If your child will be having school lunch, please fill out the form on the backside 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.

All payments must be by check or money order, and be made out to PS3. Payment 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 quite a challenge. Here are a few things to remember:

- Buy a lunch-box that is large enough to hold a water bottle
- Do NOT pack glass containers
- Use packaging and containers that kids can open without the help of an adult
- Please be aware that many kids have nut and other food allergies

Reusable Water Bottles

Reusable water bottles help to cut down on the **10,000 disposable cups** the PTA pays for and that then end up in the landfill each year. When you help your child remember his/her water bottle, you are supporting hydration, less waste, spending fewer PTA funds (the PTA buys disposable cups for the lunchroom), and overall a healthier environment.

Helping in the Lunchroom

Our younger kids really need YOUR help during lunch to open containers and clean up spills, but most importantly to be reminded to eat – each class only has 25 minutes. If possible, please volunteer over lunch. Our PS3 aides, Dawn and Suevena, are responsible for keeping things moving and will provide you with direction. There will also be a training session at the beginning of each semester.

Snack

All children in Pre-K through 3rd grade will be given a healthy snack during the day. **Parents take turns providing healthy snacks** for their classrooms throughout the year. Your teacher or class parent will organize the snack schedule, as well as provide tasty and nutritional options., as well as provide suggestions for healthy snacks. For **snack suggestions**, visit our website and click on the “**Food**” tab where there is a pull-down link to the “**Snack**” recommendation page.

Recess

There is an active outdoor recess every day, other than during inclement weather or freezing temperatures. Our office aide, Terrence, supervises recess but the PTA also pays for 2 additional coaches to support Terrence 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 the session out.

Safety & Health

The safety of our children, teachers, staff, parents and everyone else 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 School Hours

- Show your **photo ID** and **sign in** at the door, even if you think the security guard should recognize you.
- 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.**

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.

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, Tricia Fauske, in Room 304. 504 Medication Forms for the 2015-2016 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 (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

None of the DoE (Department of Education) schools are 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.

Keeping Sick Children Home

Any child with **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 a child has fever in the morning before school, please do not give him/her Tylenol and send them to school.

- 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.
- Remember to contact Dawn in the event of an absence: Telephone: 212-691-1183, extension 0

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, but 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/>

The School Nurse

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

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 that the bathrooms are used by many, many kids:

- **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 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!

** Kindergarten and 1st grade students go to the bathroom in pairs.

In the Classroom

Supply Lists

Although PS3 provides families with basic grade-level supply lists, teachers will also provide their own supply lists during the first week of school. Use your judgment in making purchases over the summer, but be aware that you will be asked to supplement those lists once the year starts and/or 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. Basic grade-level supply lists will be posted to the website shortly.

Back to School Night

“Back to School Night” will take place Thursday, September 17th in the early evening. It is one of the best ways to get to know your teacher, learn about his/her classroom routines and ask any questions about what lies ahead. It is also a good opportunity to meet the other adults with whom you will be sharing this 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 **during the weeks of November 10th, and March 16th**. There will also be a parent-teacher event at the school on the evening of **June 8th**.

Classroom Stipends

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

- 1) **Class Funds (\$1,000)** – Teachers use these funds at their own discretion. For example, funds may be used for additional books or materials for the classroom and for art and curriculum projects, special furniture (i.e. small couches); to offset field trip costs on more expensive trips; special units of study; celebrations.
- 2) **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.

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 one-of-a-kind approach has a long tradition at PS3, but it only can be continued with your help. Each year, thousands of volunteer hours supplement the incredibly hard-working school staff. Whether it's reading in the classroom, joining 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

PTA

With dwindling budgets from the DOE, parent participation can transform a good school into a great one. At PS3, we have an active PTA that works to support and enrich the academic and social life of all students.

Every public school is obliged by the DOE to have a Parent Association (PA) that consists of a minimum of three members; namely, a president, a treasurer and secretary. It is the organization through which parents are able to organize, voice their concerns, receive and exchange information and work to support the social and academic good of the school. 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. Because we value the input of the entire PS3 community, parents at PS3 have chosen to extend membership to include teachers and staff as well. This addition turns our parent association (PA) into a parent teacher association (PTA).

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.

The Coffee Catch

On the first Monday of each month from 8:20-9:00am free coffee is served in the Gymeteria. The coffee catch is a great place to meet new parents, catch up with ones 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 it 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 also a great spot to check email if you need a place to go in between commitments. **Terry Spring-Robinson**, our parent coordinator, has her office there.

Committees

Most of the larger projects at PS3 are spearheaded from within a committee, which are always looking for new members! Below is a list of the PS3 committees, but you can find more details, meeting times, and contact info on the PS3 web site.

Arts - The Arts committee works with the faculty and the administration to develop and support art, music, and dance programs in the school – and, in particular, 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, the PTA and the community at large.

Food, Grow, Play – An umbrella committee comprised of the Lunch & Recess, Gardening, Green, 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. They also coordinate the use of PS3's plot at The Urban Farm at Battery Park.

Green - The green committee develops and implements ideas to help make our school greener, healthier, and more environmentally friendly.

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 Auction for the Arts.

Library - The library committee assists the librarian in maintaining and enhancing our school library.

The MOD Squad – The MOD Squad (Messaging, Outreach and Design) creates, designs and manages school-wide campaigns. MOD also disseminates information to the parent body, community-at-large, alumni and incoming parents via e-mail, the PS3 website, Facebook, posters, backpack mail, etc.

The PAC - The PAC (Parent Action Committee) is an ad-hoc task force that addresses concerns like school overcrowding, large class sizes, high-stakes testing, allocation of city funds, and most recently supporting the creation of the new middle school at 75 Morton Street (opening in 2017)

STEM - The STEM (Science, Technology, Engineering and Math) committee manages the back-end of the PS3 web site and works with school staff to support science and technology enrichment.

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

Contact the Executive Board

PTA Co-Presidents

Jocelyn Anker and Bob Osborne

ptapresident@ps3nyc.org

PTA VP

Stephanie Green

ptavp@ps3nyc.org

PTA Co-Treasurers

Cheryl Wu and Mark Hsu

ptatreasurer@ps3nyc.org

PTA Co-Secretaries

Meredith Hays and Shannon Agin

ptasecretary@ps3nyc.org

PTA Members-At-Large

David Colby, ToniAnn Bonade, Becky Alford,
Henry Turner, Janie Monteleone

mal@ps3nyc.org

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

The 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. PS3's SLT consists of:

Teachers:

Andrea Franks
Katie Kaufmann
Stephanie Kim
Marin Bogart
Jessica I. Harvey (UFT representative)
Lisa Siegman (principal)

Parents:

Yin Ho
Karen Wong
Naima Freitas
Tessie Nam
Patricia Laraia
Jocelyn Anker (PTA co-president)

Fundraising

New York City public schools are not funded sufficiently to support the arts-rich and engaging educational environment that our children deserve. As of now, **the PTA spends approximately \$800 per child** per year while the DoE continues to provide less and less – a number that will only continue to grow. So, here's how you can help:

The 3Fund

In the fall, every PS3 family will be asked to make a tax-deductible donation to our annual fund, the 3Fund. Our goal is 100% participation and we ask each family to make donating to the 3Fund a priority! No gift is too large or too small, but we do ask that you donate as generously as your means allow. Each family's situation is different, and you know what you can afford. Who knows, maybe you can even go the extra mile and throw in an extra bit for the families who can't afford the average.

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 questions you may have, please email 3fund@ps3nyc.org.

Parent-Initiated Fundraisers

Come up with an idea for a fundraiser, and the PTA will help you pull it off! Past parent-driven initiatives have included Happy Hours, a designer-oriented pop-up shop, and even a live theater benefits with A-list celebrities. These events helped raised over \$75,000 for our school last year alone.

PS3 ‘Til 6. Afterschool Program

Do you need childcare for your PS3 student in the after school hours?

PS3 ‘Til 6 provides high-quality, nurturing afterschool care with a variety of recreational activities for children in all grades, Pre-K through 5. Special 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

For purposes of registration, the school year is divided into two Semesters, Fall and Spring. The program runs from 2:40 to 6pm, Monday through Friday, everyday PS 3 is open, following the NYC public school calendar. On occasion, PS3 ‘Til 6 will provide extended or special programs for half-days or evening time school events. We also offer Day-Camp services during some school holidays.

Enrollment Options

Semester User: A student registered in the program for at least one weekday during the entire semester.

Drop-In Service: Available to all PS3 students in grades K-5 from October 1st through the end of the school year. 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 are available at www.ps3nyc.org/afterschool. Families are encouraged to consult the policies before signing up their child(ren). If you have any questions, please send an email to: ps3til6@gmail.com.

PS3 ‘Til 6 Pick-up

Participating students are picked up in the classroom or otherwise dismissed directly to a PS3 ‘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.

More about PS3 ‘Til 6

In 2001, PS3 ‘Til 6 was designated a **not-for-profit corporation 501(c)(3)**. Volunteers drawn from the PS3 community serve on the Board of Directors and oversee the program which helps keep tuition costs as low as possible.

PS3 School Calendar, 2015-16 School Year

** Calendar is Subject to Change

SEPTEMBER			
Wed	09	1st Day of School (K - ½ Day)	11am pick-up (K only)
Wed	09	New Parent Orientation, K and up	8:45am in auditorium
Thurs	10	Kindergarten ½ Day	11am pick-up (K only)
Fri	11	1st full day for K students	8:15am – 2:40pm
Mon-Tue	14-15	Rosh Hashanah	NO SCHOOL
Thurs	17	Back To School Night	5:30 (pk,k,1), 6:00 pm (2,3,4,5)
Wed	23	Yom Kippur	NO SCHOOL
Thurs	24	Eid al-Adha	NO SCHOOL
Tues	29	PTA Meeting, evening	6:15pm in auditorium
OCTOBER			
Thurs	01	5 th Grade Picture Day	Gymeteria
Mon	05	Coffee Catch	8:20am in Gymeteria
Tues	06	New Parent Social	6-8:30pm, Cowgirl
Mon	12	Columbus Day	NO SCHOOL
Wed	14	Picture Day, Pre-K – 4 th Grade	8:45 a.m.
Thurs	15	Charrette	6:15pm
Tues	20	PTA Meeting, morning	8:30am in gymeteria
Thurs	22	Pre-K Non-Attendance Day	NO SCHOOL
Fri	23	Harvest Day	During lunch in gymeteria
Fri	30	Halloween Parade	8:30am, school perimeter
NOVEMBER			
Sun	01	Marathon with PS3 Team	Join us at the PS3 Cheer Zone
Sun	01	Pumpkin Smash	PS3 upper courtyard
Mon	02	Coffee Catch	8:20am in Gymeteria
Tue	03	Election Day	NO SCHOOL
Wed	04	Afternoon Parent/Teacher Conferences	11:30am dismissal
Thurs	05	Evening Parent/Teacher Conferences	Discounted Childcare Available
Tue	10	PTA Meeting, evening	6:15pm
Wed	11	Veterans' Day	NO SCHOOL
Wed	18	Picture Retakes	Gymeteria
Thurs-Fri	26-27	Thanksgiving Holiday	NO SCHOOL
DECEMBER			
Thurs	03	Pre-K Non-Attendance Day	NO SCHOOL
Fri	04	PK/K/1 Coffee with Lisa	8:30am
Sat	05	Holiday Bazaar	All Day, Gymeteria
Mon	07	Coffee Catch	8:20am in Gymeteria
Tue	08	PTA Meeting (morning)	8:30am in gymeteria
Thurs	24	Winter Recess Begins (through Jan 4)	NO SCHOOL

PS3 School Calendar, 2015-16 School Year

JANUARY			
Mon	04	1st day back from Winter Recess	8:15am
Mon	04	Coffee Catch	8:20am in Gymeteria
Fri	08	2/3 Coffee with Lisa	8:30am
Tues	12	PTA Meeting (evening)	6:15pm
Mon	18	Martin Luther King Jr. Day	NO SCHOOL
Fri	22	Talent Show	6pm - ? in the auditorium
Fri	22	Online Auction Donations Due	All Day
Thurs	28	Pre-K non-attendance day	NO SCHOOL
Fri	29	Café Day	During lunch in gymeteria
Fri - Sun	29 - 07	Online Auction	Ps3nyc.org/auction
FEBRUARY			
Mon	01	Coffee Catch	8:20am in Gymeteria
Fri	05	3/4 Coffee with Lisa	8:30am
Sun	07	Online Auction Ends	10:00pm
Mon	08	Lunar New Year	NO SCHOOL
Tue	09	PTA Meeting, morning	8:30am in Gymeteria
Wed - Fri	10 - 12	Frost Valley	5 th Graders
Mon	15	Midwinter Recess Begins	NO SCHOOL
Mon	22	School Resumes	8:15am
Fri	26	Class Auction Projects Due	8:30am
MARCH			
Wed	02	Afternoon Parent/Teacher Conferences	11:30am dismissal
Thurs	03	Evening Parent/Teacher Conferences	Discounted Childcare Available
Mon	07	Coffee Catch	8:20am in Gymeteria
Tue	08	PTA Meeting (evening)	6:15pm
Fri	25	Good Friday	NO SCHOOL
APRIL			
Sat	02	Arts Fest and Class Project Exhibition	All Day at PS3
Mon	04	Coffee Catch	8:20am in Gymeteria
Tue-Thurs	05-07	NYS ELA Test	Grades 3, 4, 5
Tue	12	PTA Meeting (morning)	8:30am in Gymeteria
Tue-Fri	12-May13	NYSESLAT Speaking	All ESL Students
Wed-Fri	13-15	NYS Math Test	Grades 3, 4, 5
Fri	15	Auction Party, Highline Ballroom	6 - 10pm
Thurs	21	Earth Day Celebration	Auditorium
Fri	22	Art Extravaganza	Auditorium
Mon	25	Spring Recess Starts	NO SCHOOL

PS3 School Calendar, 2015-16 School Year

MAY			
Mon	02	School Resumes	8:15am
Mon	02	Coffee Catch	8:20am in Gymeteria
Mon-Thurs	02-13	NYSESLAT Listening, Reading, Writing	All ESL Students
Tue	03	National Teacher Appreciation Day	Bring in Your Baked Goods
Sat	07	Spring Fling (Back-up Date 5/14)	10am – 4pm
Tue	10	PTA Meeting (evening)	6:15pm
Mon	16	Yearbook Pages Due	8:20am
Wed-Fri	25-June 3	NYS Hands-on Science Test	4 th Grade
Thurs	26	Dance-a-thon	Auditorium
Mon	30	Memorial Day	NO SCHOOL
JUNE			
Fri	03	Field Day	All Day
Mon	06	Coffee Catch	8:20am in Gymeteria
Mon	06	NYS Written Science Test	4 th Grade
Tue	07	PTA Meeting (morning)	8:30am in Gymeteria
Wed	08	Parent / Teacher Event	Evening
Thurs	09	Staff Development Day	NO SCHOOL
Fri	10	Incoming K Orientation	8:45am in the Auditorium
Fri	10	Harvest Day	During Lunch
Tues	14	Clerical Day	NO SCHOOL
Fri	24	Graduation	5 th Graders, 8:45am
Tue	28	Last Day of School	11:30am Dismissal
Tue	28	Staff Appreciation Lunch	1pm in the Auditorium

Essential Information.

Key Contacts

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Between Christopher and Grove Streets

T: 212-691-1183

www.PS3nyc.org

School Registrar

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Parent Coordinator

Terry Spring-Robinson

T: 347-563-5304

TSpringRobinson@schools.nyc.gov

School Nurse

Tricia Fauske, RN

Room 304

T: 212-691-1183, ext. 5