Bronx Arts & Science Charter School
Orientation Packet
2019 - 2020

Wednesday, August 21st, 2019

Elementary School
925 Hutchinson River Parkway
Bronx, NY 10465
Tel: (718) 823-1065
Fax: (718) 823-1066
www.bronxcharter.org

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Dear Parents/Guardians,

Bronx Arts and Science Charter School faculty and staff would like to take this opportunity to tell you how proud we are to have the opportunity to serve/educate your child. We hope you had a fun-filled summer and made memories that will last a lifetime.

On **Wednesday, August 21st, 2019** we will hold student orientation on our school campus from **2 pm to 7 pm. We will hold two sessions. Session 1 will be between 2 pm to 4 pm, and session 2 will be between 5 pm to 7 pm.**

Orientation is the opportunity for you to get acquainted with Bronx Arts & Science Charter School policies and procedures as well as ensure that all of your child's paperwork is in order. **Each family is expected to attend orientation with their child.** It is our goal to start the school year at full capacity; your attendance and submission of completed paperwork will secure your child's placement on our roster.

Our expectations at Bronx - ASCS are high and we are committed to embracing the uniqueness of your child. We are anticipating a strong and equal partnership with our parents that will allow us to foster student growth and prepare them to be among the leaders of the 21st Century.

Let's make the 2019 – 2020 school year the best one yet. We are looking forward to a wonderful school year and the opportunity to serve you and your child/children.

Sincerely,

Bronx Arts & Science Charter School

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School Requirements

Uniforms

Bronx ACSCS uniform will be as follows:

- Light blue polo shirt with school insignia
- Navy Blue pants (no cargo pants or skirts)
- Black shoes or brown shoes for school uniforms/ standard sneakers for the gym.

BRONX-ASCS uniforms may be purchased at:

K to 2nd Grade Uniforms

Flynn O'Hara
136 Westchester Square
Bronx, NY 10461
718-863-7561
www.flynnohara.com/school/NY461

Supply Lists

The supply list for Kindergarten through second grade is available on the school website: http://bronxcharter.org. On the right-hand side of the home page, click on the SCHOOL DOCUMENTS tab. Once there, click on SUPPLY LISTS to access the supply list by grades and/or content area.

After School Programs

After school programs will be available throughout the school year and will take place from 3:05 pm – 3:45 pm. More information, including a selection of clubs, will be provided during the first week of school.

ORIENTATION CHECKLIST

Please be sure to visit each station.

1. **STATION ONE**
   - Sign in and return the paperwork

2. **STATION TWO**

   Policies and Procedures
   - AM and PM Arrival and Drop Off
   - Attendance
   - Bell schedules
   - Walking Permission

3. STATION THREE

Uniforms

- Sample
- Order forms

4. STATION FOUR

Database Access and Information Session

- Database username and passwords

5. STATION SIX

Home Visitations

- Sign Up sheet
- Food services
- Transportation

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MORNING Traffic Flow/Student/Material Drop Off/

Visitor Protocols and Procedures

AM Traffic Flow/Drop Off

THE PROCEDURES FOR AM TRAFFIC FLOW ARE DESIGNED TO RUN BOTH EFFECTIVELY AND EFFICIENTLY. THIS GOAL CANNOT BE MET WITHOUT YOUR COOPERATION. PLEASE READ THE FOLLOWING CAREFULLY, AS YOU ARE EXPECTED TO FULLY UNDERSTAND AND COOPERATE WITH THE PROTOCOLS AND PROCEDURES THAT HAVE BEEN PUT IN PLACE.

ALL PARENTS CHOOSING TO UTILIZE THE AM DROP OFF ARE TO BE MINDFUL OF:
THEIR SPEED, STUDENTS, EACH OTHER, AND STAFF MEMBERS.

1. **AM Traffic Flow/Drop Off**

   - **SCHOOL DOORS WILL NOT BE OPEN UNTIL 7:30 AM.**
   - Parents can drop off at designated entrance behind the school building and follow directions from staff members.
   - Vehicles **CANNOT** be left unattended in the drop off lane.
   - If a parent needs to enter the building, he/she must enter the building through the main entrance.
   - **All instructions given by the School Administrator are expected to be followed.**

THE AM STUDENT DROP OFF IS DESIGNED TO RUN EFFECTIVELY AND EFFICIENTLY WHILE ALLOWING THE STAFF MEMBERS TO BE MINDFUL OF WHO IS ENTERING THE BUILDING.

IF THIS GOAL IS NOT MET, YOUR CHILD'S SAFETY AS WELL AS THE SAFETY OF ALL STUDENTS AND STAFF MEMBERS ARE IN JEOPARDY; MEETING THIS GOAL DEPENDS SOLELY ON YOUR COOPERATION. EACH MINUTE THAT WE SPEND REDIRECTING YOU AND REQUESTING THAT YOU FOLLOW PROTOCOLS AND PROCEDURES IS A MINUTE THAT WE ARE NOT GIVING OUR FULL ATTENTION TO YOUR CHILD'S SAFETY. YOUR FULL COOPERATION WITH BRONX-ASCS POLICIES AND PROCEDURES IS EXPECTED.

2. **Visitors/Appointments/School Secretary/Nurse**

   - All visitors are to enter through the main entrance.
   - Visitors will be greeted and informed that: they must sign in and out and exit through the main doors.
   - Visitors will be asked to provide ID for a staff member check and given a visitor's pass/badge.

- **Parents must have an *appointment* to see their child's teacher or administration.**
- **Appointments are to be scheduled prior to arrival and verified with the secretary upon arrival.**

Appointment hours are:

Teachers

AM: between the hours of 7:30 am and 8:00 am.
PM: between the hours of 3:05 pm and 3:45 pm.

Secretary/Nurse

During the hours of 7:30 am to 8:00 am, visitors are permitted to the school secretary, (ALL VISITORS SHOULD RECEIVE A PASS FROM THE SECRETARY AT THE MAIN DOORS.)

After 8:00 am, once the school day has begun, all parents wishing to see the school secretary or nurse are expected to follow normal visitation protocols and procedures (see secretary, receive pass/badge, receptionist will phone ahead, told when to proceed to designated area, return to receptionist, sign out, exit through the main doors).

PLEASE NOTE: THAT AS IN ANY OTHER ESTABLISHMENT THE PROTOCOLS AND PROCEDURES THAT ARE IN PLACE WHEN ARRIVING FOR AN APPOINTMENT ARE EXPECTED TO BE ADHERED TO.

THE SECRETARY WILL GREET YOU, ASSIST YOU WITH SIGNING IN, AND PROVIDE YOU WITH NECESSARY INFORMATION/INSTRUCTIONS.

3. Tardiness

- Students arriving after 8:05 am must report to the receptionist at the main entrance to receive a late pass. **Refer to the student handbook for information about tardiness and attendance.**

4. Drop Off of Materials

- Parents wishing to drop off/bring in: lunch, cupcakes, treats, homework, etc. are asked to label all items with your child's first name, last name, class section, and teacher. The receptionist will ensure that the materials are delivered to your child's classroom in a timely fashion. Parents dropping off lunch during lunchtime will follow the same protocols.
- All parents dropping off medication will be asked to deliver them to the nurse

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AFTERNOON Traffic Flow/Student Pick-Up
Visitor Protocols and Procedures

PM Traffic Flow/Student Pick-Up

PLEASE READ THE FOLLOWING CAREFULLY, AS YOU ARE EXPECTED TO FULLY UNDERSTAND AND COOPERATE WITH THE PROTOCOLS AND PROCEDURES THAT HAVE BEEN PUT IN PLACE.

1. **PM Traffic Flow/Pick-up**

    - All cars are to find parking during dismissal.
    - Dismissal will take place inside the gymnasium.
    - All parents are expected to enter the gymnasium to pick up their child(ren).
    - Single lanes ONLY.

2. **Bus Students**

    - Students will be walked to their designated bus by a bus monitor and the buses will leave at approximately 3:05 pm.

3. **After School Clubs**

    - Students will be dismissed from clubs at 3:45 pm. The procedures described above will apply. AFTER SCHOOL CLUBS WILL NOT BEGIN UNTIL **MONDAY, SEPTEMBER 16th.**

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AM/PM Traffic Flow/Student Pick-Up /Material Drop Off/ Visitor Protocols and Procedures Acknowledgment Form

Parents and Guardians:

Ideally, the protocols and procedures will not have to be governed by the administration and/or staff. Your concern for the safety and security of your child and all other children will regulate the procedures.

Your cooperation in helping to manage two of the most crucial times of the day is greatly appreciated.

I have read and clearly understand the Bronx Arts and Science Charter School protocols and procedures for the **AM/PM Traffic Flow/Student Pick-Up/Material Drop Off/Visitor Protocols and Procedures.**

_____ _____

Your Child's First and Last Name Grade and Section

_____ _____

Your First and Last Name Signature Date

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Pick Up Authorization Form

Here at Bronx Arts and Science Charter School, we continually strive to provide our students with the safest environment possible.

Please include 3 names of people who you authorized to pick-up your child. (Please keep in mind that our staff might ask for ID.)

If you need a person to pick up your child and that person is not on the list, you must call the school and inform the staff of the person picking up your child.

This is not intended to be an inconvenience to anyone; it is for the safety of your child.

My child _____ in class/room _____ is allowed to be picked up by the following people.

1. Name: _____ Relationship:_____ Phone:_____
2. Name: _____ Relationship:_____ Phone:_____
3. Name: _____ Relationship:_____ Phone:_____
4. Name: _____ Relationship:_____ Phone:_____

I hereby authorize the above-named people to pick up my child.

_____

Name of Parent/Guardian (Print)

_____

Signature of Parent/Guardian

_____

Date