

Alexander Graham Bell  
P.S. 205Q  
75-25 Bell Blvd.  
Bayside, NY 11364  
Karen Scott-Piazza, Principal

**School Hours:**  
**Mon- Fri 8:20am – 2:40pm**

September 2019

Dear Parents and Guardians,

The safety and well-being of all our students is always a priority of the PS 205 community. As the cool weather approaches I would like to explain the arrival and dismissal procedures for students. In order to maintain a safe and orderly environment during inclement and cold weather months please adhere to the following procedures:

**Pre-K**

Arrival is through the gym on 217<sup>th</sup> street Exit 8-A (NE of the building) at 8:20 AM. Dismissal is at 2:40 PM through the cafeteria/auditorium exit off of Bell Blvd. Exit 9 (NW of the building), under the canopy. I understand that it must be a challenge to get to school on time during inclement weather, as some of you may also struggle to find parking. Unfortunately, we do not have an early morning program (or drop-off). However, during inclement weather, we will have the pre-k paraprofessionals available for morning drop-off in the gym at 8:20 AM to escort children to the classroom.

*Any late arrivals will need to enter the building through the main entrance on Bell Blvd.*

**Kindergarten-5 (During Inclement Weather)**

Please use the entrance by the cafeteria/auditorium Exit 9 (NW of the building, off Bell Blvd.). The entrance will be opened at 8:00 A.M. Lilly Chu or a school aide will be there to greet the students and to direct them into the auditorium. Parents will not be allowed to escort children into the auditorium. The door will be closed at 8:20 A.M.

*Any late arrivals will need to enter the building through the main entrance on Bell Blvd.*

\*Morning Outdoor Line-Up: When the weather is mild, students will line up outside in the school yard. Ms. Lilly and our school aides will supervise morning line-up. In order to expedite our morning line-up students may be dropped off in the school-yard at 8:00 AM and parents and guardians are asked not to remain with their children in the yard. Our parent coordinator, Mrs. Chu and our school aides will be in charge of manning the school yard prior to the line-up bell at 8:15AM. School begins at 8:20AM.

**A visitor entering the building will be required to provide at least one (1) item of valid photo identification (e.g. Driver's License). You will be asked to please sign in at the visitors' desk.**

Ms. Haskin will give you a **visitor's pass** upon entering the building. You must carry this pass with you at all times while in the building. Please stop by the office before going upstairs to your appointment. Once you finish your visit, please return the pass to Ms. Haskin.

Please refrain from double parking your cars in front of the main building on Bell Blvd. and on 217<sup>th</sup> St., especially during arrival and dismissal time. NYPD is known to patrol our streets and tickets will be given to any car illegally parked. The yellow school buses need to be able to move freely in and out of their drop-off and pick-up spots.

**Since students cannot be supervised adequately after dismissal, students will not be allowed to return to their classrooms for forgotten items once they are dismissed by their teachers.**

I thank you in advance for your cooperation in helping to keep our students safe.

Sincerely,

Karen Scott-Piazza  
Principal