

Our Lady Queen of Peace School

22 Steele Avenue

Staten Island, New York 10304

Ms. Margaret Annunziata, Principal

August 11, 2017

Dear Parents,

I wish to extend a very special welcome to the new families who will be joining Our Lady Queen of Peace this year. We are delighted that you chose to become part of the OLQP family.

On behalf of the entire faculty and staff, I hope that you are enjoying a restful and relaxing summer! **We are all eager to see the students on the first day of school, Thursday, September 7th.** We look forward to a productive partnership with you to ensure our children achieve their highest potential. We know that in order to be successful in school, our children need support from both the home and the school. We know a strong partnership with you will make a great difference in your child's education.

Below please find some important notes and reminders about the start of the school year. Thank you in advance for your attention to these matters.

Morning Procedures:

Early morning drop - off will begin on Monday, September 11th. Early drop off starts at 7AM and costs \$3.00 per child. The fee must be paid at the time of drop off. Please enter through door number 1 in the school yard.

Morning supervision begins in the school yard at 7:35AM. If your child is in the school yard before 7:35 please note there is no teacher on duty.

The school bell rings at 7:50 AM. Parents are invited to join us for prayers. In order to help reduce confusion and congestion we ask that parents say goodbye to their children before they enter the school yard.

Students in **Pre-K 3-** will report directly to their classroom located on Cloister Pl. **The first day of school for Pre-K 3 students is Monday, September 11th** and their arrival time on that day only will be as follows: children with the last name beginning with A-M will arrive at 8:30 and leave at 9:15 and students with last names beginning with N-Z will arrive at 10:00 and leave at 10:45. **All other days Pre-K 3 students arrive at 8:00AM**

Students in Pre-K for All will enter at the main entrance located on 22 Steele Ave. You should have received an email from Mrs. Joan with all the information you need. If you did not, please call the school.

Students in kindergarten will report directly to their classroom located on Cloister Pl. at 8:00AM. If you drop off your child between 7:35 -7:50AM Ms. Jane will be in the school yard and she will walk them to the classroom.

Students in grades 1-8 will report to the school yard located on 3rd St. Teachers will be holding a piece of paper with their name on it. When the bell rings at 7:50 students will line up and we will begin our day with prayers and the Pledge of Allegiance. This year we will sing God Bless America. Please practice with your child because no one wants to hear me singing alone.

Late students must enter through the main entrance on Steele Ave where they will be given a late pass.

Car Line- Parents choosing to use car line are not to get out of the car. The purpose of car line is to keep things moving. Please make sure your child gets out on the sidewalk side of the car. If you would like to walk your child to the gate you must find a parking spot and park your car. **Please do not park on the school side of 3rd Street between Cloister Pl and Steele Ave, it makes for a dangerous situation.**

Dismissal Procedures:

Students who are picked up:

Students in the 3- year old program and kindergarten will be dismissed at 2:20 PM from their classroom on Cloister Pl.

Students in Pre-K for All will be dismissed at 2:20 PM from the main entrance on Steele Ave.

Students in grades 1-8 will be dismissed into the school yard at 2:30 PM.

Please make sure if someone other than yourself will be picking up your child that their name is on the emergency form and they have a photo ID.

Students who take the school bus will be escorted to the bus by the teacher on duty.

Students who go to after-care will be escorted by the staff member on duty. After-care will begin on Monday, September 11th. After-care ends at 6:00 PM. Please be on time.

New Parent Breakfast – There will be a new parent breakfast sponsored by the Family Association on Friday, September 8th from 8:30 -9:30AM.

School Lunch: Students in Pre-K 3 must bring their own lunch to school. Lunch will be provided to students in PreK for All. Students in kindergarten – 8th grade can either bring their own lunch or they can order from Bario’s. You must create an account with Bario’s first. You can do that by going to our website olqpsi.com. Go to Current Families and click School Meals.

Parent Student Handbook: The parent student handbook will be posted to our website on or about August 29th. The handbook contains school procedures and policies that we will follow during the 2017-18 school year.

School Uniform: The school uniform should be worn with pride. The dress code will be strictly enforced. Please remember sneakers are to be ALL white. Uniforms can be purchased at Flynn & O’Hara. There is a link on our website under Current Families. We have slightly used uniforms that have been donated back to the school that are in very good condition. If you would like to come see the uniforms we have available, please call the school to set up an appointment. Thank you to the parents who donate the uniforms when their child graduates or grows out of them.

Meet the Teacher Night: Meet the Teacher Night is on Wednesday, September 20th
Grades 1-4 7:00- 7:30PM **Grades 5-7** 7:45-8:15 **Grade 8** 6:30 -7:30

The **yearly calendar** has been posted on the website under Current Families. Please make sure to review it as there is a lot of information available there.

The school office will be closed the week of August 14th for maintenance. If you have any questions please call the office beginning Monday, August 21st from 8AM – 1PM .

Again, I look forward to seeing you and your children on September 7th!

Warm Regards,
Ms. Margaret Annunziata
Principal