



# Village Elementary School

We are SO excited to kick off the...  
2024-2025 School Year

<b><u>First Day of School</u></b> Tuesday September 3, 2024	<b><u>Contact Information</u></b> Main Office: 516-364-5817 8:00am - 4:00pm
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### **How do I find out my child's teacher for the upcoming school year?**

- You will be able to access teacher information by logging onto the Parent Portal after 12:00 pm on Wednesday, August 28, 2024.
- \*Teacher information will not be released via telephone.
- \*New Entrants and Kindergarten Families: Please be sure you have the activation code shared with you via email upon registration
- Click [here](#) for directions on how to locate your child's teacher in the Parent Portal

### **How do I access the Parent Portal?**

- The Infinite Campus portals provide access to: attendance, progress reports, report cards.
- Click [here](#) to access the Parent Portal
- Click [here](#) if you are having difficulty accessing your Parent Portal account

### **How do I receive emails from the district or school?**

- Please establish and maintain your Parent Portal account as it will be the primary source for distribution of school and district information. Please make @syossetschools.org a "safe sender" on your email account

### **How do I locate my child's bus information?**

- All registered students are eligible for busing. Bus information will be available in the Parent Portal **during the last week of summer**, and families will receive notification from the district once it's ready. *\*Please do not check the Portal before getting the email from the district as the bus information from last year will still be there.*
- Finding your child's bus on the Parent Portal.
  - Once you are signed into the Parent Portal, click on "More" and then "Transportation"
  - You will then be able to view your child's bus number, bus stop, and the time the bus is scheduled to arrive
- Please have your child at the bus stop five minutes before the indicated time
- Please click [here](#) to access the district's Transportation Protocols
- **Kindergarten Parents:**
  - A bus tag will be provided for you to affix to your child's backpack so the driver and school staff are aware that your child is in Kindergarten
  - BUS DISMISSAL
    - Transportation has assigned all students a bus route

- Families or their designees should be at the appointed bus stop prior to when the child is scheduled to arrive
- \*Bus drivers are explicitly directed to bring kindergarten students back to school if no one is at the stop to take them off the bus.
- \*For any transportation questions please call Transportation: 516-364-5840

### **What is the procedure if I want to “drop off” my child at school in the morning as a “walker”?**

- Children will form a line behind the indicated orange cones on either side of the main entrance between 8:50 a.m. - 9:00 a.m.
- Families and/or their designees are not permitted beyond the orange cones

### **When will my child be marked “late”?**

- Any child arriving at school after 9:15 am will be marked “late.”
- All students arriving after 9:15 am must be escorted into the building by an adult. You will be asked to sign your child into school at the security booth.

### **How do I report my child’s absence?**

- Village utilizes the PUP system which allows you a convenient, digital way to report an absence right from your phone or computer!
- \*Click [here](#) for more details about accessing the PUP system
- If your child will be absent, you must report the absence in PUP by 8:30a.m.
- \*Please do NOT email staff regarding absences
  - Emails to the main office staff OR emails to teachers are NOT a substitute for reporting the absence in PUP
- Attendance is checked carefully, the office will confirm an unreported absence with a phone call
- \*Excused absences are illness, medical appointments, and family loss

### **How are students dismissed at the end of the day?**

- Village utilizes the PUP system which allows you a convenient, digital way to manage your child’s dismissal right from your phone or computer!
- For a safe dismissal, it’s essential that we know your student’s regular daily dismissal plans **before** the first day of school.
- **Please enter and confirm your students default dismissal plan here:**  
<https://app.pickuppatrol.net/parents> by Wednesday, August 28
- WALKER DISMISSAL
  - Families or their designees will meet children at the front doors between 3:05 - 3:10 p.m.

### **How do I change my child's regular dismissal arrangement for the day?**

- Village utilizes the PUP system which allows you a convenient way to change your child's regular dismissal arrangement from your phone or computer!
- \*Click [here](#) for more details about accessing the PUP system
- Daily dismissal changes may be made for any day (even future dates) by selecting the date and your desired dismissal plan.
- You have until **2:00 p.m.** on the day of the requested change to input your selection. \*After 2:00 p.m., you will be locked out of the system for that day. This is to allow time for the staff to communicate the changes to the teachers, supervising staff and inform all children of the changes.

### **What is the procedure for picking up my child early from school?**

- Please make every effort to schedule appointments outside of the school day. Early pick up causes disruption to instruction and dismissal procedures. If you must do so for emergency reasons, please note:
  - Early dismissal may be made for any day in PUP by selecting the date and your desired dismissal plan.
  - \*Emails cannot be accepted.
  - All early pick ups must be completed by 2:45 p.m. After this point, your child will be dismissed with their class at the end of the day.

### **What are the safety procedures for all during arrival and dismissal?**

- For our children's safety, we request that you observe the following procedures regarding automobile traffic during arrival and dismissal times:
  - **Please do not park in the staff parking lots or along the driveway** as there is limited space for school personnel.
  - **Please do not pull into the staff parking lots to discharge or pick up children.** It is a danger to others to back up to turn around in order to exit from the lot.
  - **Parking in the middle of either of the parking lots (when no spots are available) is PROHIBITED!** Anyone in violation of this will be told to move his or her vehicle immediately.
  - **During morning arrival (8:30-9:15 am), no cars may enter the front circle.** Please park on the street and escort your child to the main doors. A crossing guard is stationed at the west corner of the school, assisting children to safely cross Convent Road.

- **Please do NOT drop children off in the middle of Convent Road.**  
This is very dangerous and can result in a serious accident. Anyone doing this could be ticketed.
- Please be reminded that, **at dismissal time no cars are permitted to enter the school's driveway.** All cars must park on the street. Only after all buses have been dismissed will cars be permitted to enter.
- **PLEASE RESPECT OUR NEIGHBORS**
  - \*Please do NOT block our neighbors' driveways under any circumstances

### **What is the procedure for school supplies?**

- The Village School Supply Drop Off is scheduled for:
  - Thursday, August 29 from 8:00 a.m. - 2:00 p.m.
  - Friday, August 30 from 8:00 a.m. - 12:00 p.m.
- \*No need to park! Please drive through the circle and a staff member will meet you at your vehicle
- \*\*\***Please LABEL all items:**
  - Child's Name
  - Teacher's Name
- \*\*\*We cannot accommodate school supplies being dropped off once school is in session. **If students are unable to carry everything in all at once, they may stagger this over a few days.**
- **Supply Lists:**
  - [Kindergarten](#)
  - [First Grade](#)
  - [Second Grade](#)
  - [Third Grade](#)
  - [Fourth Grade](#)
  - [Fifth Grade](#)

### **What is the six-day schedule?**

- All elementary schools in Syosset work on a six-day cycle. This means Special Area classes or early morning groups (such as extra help and music) will meet on designated days (Day 1, Day 2, Day 3, Day 4, Day 5, Day 6).
- Each individual classroom teacher or music teacher will share more information and their schedules at Open House.
- \*Please note that the Day designation is listed on the [District calendar](#).

## When is my child's lunch/recess period?

Grade	Lunch / Recess
Kindergarten	12:24 - 1:19
First Grade	1:22 - 2:17
Second Grade	1:22 - 2:17
Third Grade	11:26 - 12:21
Fourth Grade	11:26 - 12:21
Fifth Grade	12:24 - 1:19

## How do I order lunch for my child?

- Daily food options are available for purchase in the cafeteria.
- Please click [here](#) for more information
- Please be sure to write your child's name on his/her lunch bag. (It is also helpful to label your child's jacket, sweatshirt, etc. We do maintain a "Lost and Found" area)
- Should you have any questions or concerns regarding food services please reach out to:
  - Whitson's Food Service Director for Syosset
    - 516.364.5849
    - [foodservice@syossetschools.org](mailto:foodservice@syossetschools.org)

## Will my child have snack time?

- Classroom teachers will discuss snack time with their students on the first day of school
- Parents are asked to carefully read the online statement on allergic reactions to certain foods
- Several filtered hydration stations are located throughout the building. If your child will want water during the day please send them to school each day with a personal water bottle labeled with their name

## How do I access the district's pre-approved safe snack list?

- When sending in food for class parties all snacks must be on the district's pre-approved safe snack list. Please click [here](#) for the pre-approved safe list

### **How do I join the Village PTA and SEPTA?**

- Click [here](#) to join the Village PTA
- Click [here](#) to join SEPTA

### **How do I stay connected with Village?**

- Click [here](#) to follow Village PTA on Instagram
- Click [here](#) to join the Village Elementary School PTA Facebook Group
- Click [here](#) to join the Village Remind

### **When are the Back to School Events?**

- Upcoming Events! Please join us....
  - **Newcomer's Social:**
    - New Village Families are invited to attend the PTA sponsored Newcomer's Social on Tuesday, September 3 at 10:00 a.m. ... a great way to kick off the first day of school!
  - **PTA Meeting:**
    - Join us for our first PTA meeting of the year on Thursday, September 5 at 7:45 p.m.
  - **Welcome Wagon:**
    - New Village Families are invited to attend the PTA sponsored Welcome Wagon where you can get to know the PTA, and mingle with other new families immediately before the first PTA meeting on Thursday, September 5 at 7:00 p.m.
  - **Open House:**
    - Open House is scheduled for Tuesday evening, September 17. This is a wonderful time to meet your child's teacher as well as our special area staff and related-service providers. A schedule for our open house will be shared shortly.
  - **Back to School Social:**
    - ALL Village Families are invited to attend the PTA sponsored event on Friday, September 13 from 5:30 - 7:30. Let's kick off the year together! More details to follow.
  - The next **Syosset Board of Education Meeting** on Monday, September 16 at 8:00 p.m. at South Woods Middle School

### **When will Back to School Night be held?**

- Open House will take place on Tuesday, September 17, 2024
- More information about Open House to come!

## **How do I contact the school?**

- Teachers:
  - Email: Please click [here](#) for the Village Staff Email Directory located on the district website
  - Call: Please leave a message in the main office
- Village Main Office Telephone Number
  - 516-364-5817
- Dr. Sari McKeown, Principal
  - [smckeown@syosetschools.org](mailto:smckeown@syosetschools.org)
- Ms. Jackie Silver, Main Office
  - [jsilver@syosetschools.org](mailto:jsilver@syosetschools.org)
- Ms. Nancie Conzone, School Nurse
  - [nconzone@syosetschools.org](mailto:nconzone@syosetschools.org)
  - 516-364-5822