



Preparation for the First Day of School

Monday, August 20th

7:30 AM

Dear NCSH Families,

The first day of school is quickly approaching! We have designed a schedule so that the opening of the school year will be extremely organized to ensure that our scholars feel safe, comfortable and ready to begin the school year. Below is an outline of important information that families should review in preparation for the start of the new school year:

July

- Begin to speak with your child about going to school. Let him/her know that this is an exciting time and that their teachers and principal are excited to meet them. Remind children that school is a place to work hard, learn and make new friends.
- Begin to discuss exemplary school behavior and remind your child that it is important for them to be on their best behavior each day. Being a student at NCSH is not just about working hard, it's about being a member of a team. Please stress teamwork, kindness and good citizenship.
- Read books with your child.

August

Visit the School!

**Thursday, August 16th
8:30-9:30 AM**

or

**Friday, August 17th
3:00-4:00 PM**

- Teachers will be working in their classrooms preparing for opening day. Stop by and meet your child's teacher. View your child's classroom and submit any missing enrollment documents to the main office.
- Pick up your child's new NCSH backpack. All students will be given a new backpack to start the school year!
- Students eligible for transportation may pick up their *MetroCards* in the main office. **Bussing for eligible students begins on September 6th. Families are responsible for bringing children to school and picking them up until bussing begins on September 6th.**

Orientation Week: August 20th – August 24th

Monday August 20 th First Day of School	Tuesday August 21 st	Wednesday August 22 nd	Thursday August 23 rd	Friday August 24 th
7:30 AM – 12:30 PM *See below	7:30 AM-12:30 PM Families drop off students at 7:30 AM at front door. Families pick up students at 12:30 PM from school gymnasium.	7:30 AM-12:30 PM Families drop off students at 7:30 AM at front door. Families pick up students at 12:30 PM from school gymnasium.	7:30 AM-12:30 PM Families drop off students at 7:30 AM at front door. Families pick up students at 12:30 PM from school gymnasium.	7:30 AM-12:30 PM Families drop off students at 7:30 AM at front door. Families pick up students at 12:30 PM from school gymnasium.

First Day of School Procedures:

All families and students should plan to arrive by 7:30 AM on the first day of school. Students arriving after 7:45 will be considered late. All scholars should be in full uniform.

Kindergarten Students	First Grade Students
<ul style="list-style-type: none"> Families escort their children to the 3rd floor gymnasium and attend orientation. Families will meet teachers, other families and observe structured line-up and then say goodbye to their children. Students will eat breakfast in their classrooms on the first day of school. Dismissal will be at 12:30 PM in the school gymnasium. 	<ul style="list-style-type: none"> Families escort their children to breakfast in the cafeteria. Families will observe breakfast warm-up activities and then say goodbye to their children. Dismissal will be at 12:30 PM in the school gymnasium.

*After the first day of school all students should arrive between 7:20-7:30 AM and assemble in the cafeteria for breakfast and opening activities.

Beginning August 27th : Regular Schedule

Monday August 27 th First Full Day of School	Tuesday August 28 st	Wednesday August 29 nd	Thursday August 30 rd	Friday August 31 st
7:30 – 4:00 PM Families drop off students at 7:30 AM at front door. Families pick up students at 4:00 PM from school gymnasium. *After school program begins	7:30-4:00 PM Families drop off students at 7:30 AM at front door. Families pick up students at 4:00 PM from school gymnasium.	7:30-4:00 PM Families drop off students at 7:30 AM at front door. Families pick up students at 4:00 PM from school gymnasium.	7:30-4:00 PM Families drop off students at 7:30 AM at front door. Families pick up students at 4:00 PM from school gymnasium.	7:30-4:00PM Families drop off students at 7:30 AM at front door. Families pick up students at 4:00 PM from school gymnasium.

*After school program begins for select students. Children remaining until 5:30 PM for our after school program should be picked up in the cafeteria.

Regular Arrival/Dismissal Information

Arrival

- Students are to enter the school building through the main entrance on 124th Street and will be greeted by a staff member.
- Students eating breakfast may arrive between 7:20 AM – 7:30 AM.
- Students not eating breakfast may arrive between 7:30 AM -7:40 AM.
- **Students arriving after 7:45 AM will be marked late.**
- Students are to report to the Homework Collection table in the cafeteria to submit their homework and then get on line for breakfast.
- At 7:45 AM morning exercises will begin. They include:
 - Morning news
 - Calendar
 - Virtue of the Day
 - School Pledge
 - Fun Facts and Songs

Snack

- Students will have a snack each day at 9:30 AM. Healthy snacks will be provided for students. The Neighborhood Charter School of Harlem believes in teaching our students to live a healthy life including making healthy eating decisions. Families may choose to send a snack with their child but it is not necessary. Please do not send unhealthy snacks such as candy, soda or other sugary items.

Lunch and Recess

Students will be given time to eat and play each day from 11:45 AM – 12:30 PM. Lunch and recess will be supervised by school staff.

- Kindergarten students will eat in the cafeteria from 11:45 AM – 12:05 PM
- Kindergarten students will have recess in the gymnasium from 12:05 PM - 12:30 PM
- First graders will have recess in the gymnasium from 11:45 AM-12:05 PM
- First graders will have lunch in the cafeteria from 12:05-12:30 PM

Dismissal

- Students will be dismissed from the school gymnasium each day at 4:00 PM.
- At 3:50 PM our School Safety Agent will open the school doors and parents may walk upstairs to the gymnasium.
- At 4:00 PM classroom teachers will escort students to the gymnasium where they will line up and be seated in the gym.
- All students must be signed out by their parent/guardian.
- Under NO circumstances are NCSH students permitted to walk home on their own or be released to someone who is not listed in the child's records.
- All students are to be picked up promptly.

Afterschool Program

Our afterschool program will begin on Monday, August 27th and is free of charge for families that are selected via lottery. Lottery results will be announced within a few weeks.

Unfortunately, students that take the bus to school must arrange for their own pick-up from our after school program if they are admitted.

4:00-4:15: Healthy Snack

4:15-4:45: Homework Help

4:45-5:30: Crafts, Games, Physical Activity

Kindergarten and First Grade School Supply List

Most school supplies will be provided free of charge by the school. However, below is a list of supplies that we are requesting families to bring on the first day of school. Please send these items in a bag labeled with your child's name.

- Two marble composition notebooks
- One box of #2 pencils
- Two pocket folders (any color)
- One box of crayons
- One box of tissues
- One box of Ziploc gallon bags
- One bottle of hand sanitizer
- One box of Clorox Wipes
- One roll of paper towels